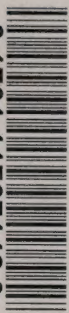


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SERVICE
OCCUPATIONS

MAJOR GROUP
61

Canadian
Classification and
Dictionary of
Occupations



Employment and
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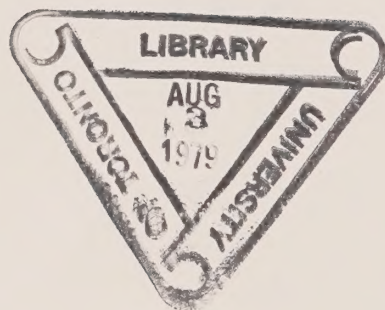
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Employment and
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IMPORTANT NOTICE

It is essential that this book always be used in conjunction with the CCDO GUIDE.* Only in the GUIDE will the key to the entire CCDO System be found. The GUIDE explains in detail all characteristics pertinent to the classification structure, and the treatment of special groups, titles and definitions. Worker traits such as aptitudes, interests and temperaments are explained, as is a worker's relationship to Data, People and Things functions. Work characteristics such as General Educational Development (GED), Specific Vocational Preparation (SVP), Physical Activities (PA) and Environmental Conditions (EC) are also described. An extensive alphabetical index of both job and occupational titles is included as well as an index of industry designations and their definitions.

*CCDO GUIDE. Published annually and available from the Printing and Publishing Centre, Department of Supply and Services, Ottawa, Ontario, K1A 0S9, or their agents across Canada.

INTRODUCTION

The Canadian Classification and Dictionary of Occupations (CCDO) was initially published in 1971 by the Department of Manpower and Immigration in consultation with Statistics Canada. The CCDO is a taxonomic structure which classifies and defines occupational activity in the Canadian world of work.

The world of work, however, is not a static force, and the degree of change since the first publication of CCDO has resulted in the commencement of a program for its progressive revision. In 1977 related groups of occupations began to appear in separate book form, rather than forming a part of a single, large volume. This present book, which classifies and defines those occupations connected with the Service Industry, is the second in a series of about 10 such books. The change in format reflects a certain degree of economy and convenience and further revisions have been made to ensure the continuing useability of the CCDO. In addition to the above books, an annual publication called the CCDO GUIDE includes the CCDO Introduction and an alphabetical index of both CCDO and job titles.

Studies have been carried out across Canada to identify and define occupations which have emerged since the CCDO

was first published. Existing occupational definitions have been revised and updated, and some occupations have been deleted because they no longer exist. CCDO titles previously considered to be sex-discriminatory have been deleted or amended to remove any possible bias. While these titles have been included in the index to assist users in matching old titles with amended titles, their inclusion does not infer any official recognition of them by CCDO. The concept of expressing the requirements of an occupation in terms of aptitudes, interests and temperaments has been borrowed from the 1971 edition of CCDO Volume 2. These factors form part of a complete Qualifications Profile, and their inclusion with the occupational descriptions greatly extends the usefulness of each book of occupations.

The following classification changes have been made within Major Group 61:

- 1) A new group, Unit Group 6142, HOUSEKEEPERS, SERVANTS AND RELATED OCCUPATIONS has been created.
- 2) The title of Unit Group 6147 has been changed from BABYSITTERS to CHILD-CARE OCCUPATIONS.

These changes have been made to enable more accurate classification of existing occupations, and to accommodate new occupations.

SPECIAL NOTICE

In determining the data for inclusion in this publication, many jobs were examined and analyzed to determine their contents. No facts were collected, however, on such matters as hours of labour, wages or salaries, or other related employment practices.

As the content of specific jobs varies with each individual establishment, most of the occupational definitions are described in broad terms. For these reasons, the data in this publication cannot be considered as standards for setting working conditions, pay scales or related employment conditions, and the Canada Employment and Immigration Commission accepts no responsibility for the setting of these or other jurisdictional matters.

The presence or absence of Physical Activities (PA) factors in a CCDO occupational definition is not to be misconstrued as indicating that the physically handicapped can or cannot perform the duties of that occupation.

THE CCDO STRUCTURE BY MAJOR GROUP

11	Managerial, Administrative and Related Occupations
21	Occupations in Natural Sciences, Engineering and Mathematics
23	Occupations in Social Sciences and Related Fields
25	Occupations in Religion
27	Teaching and Related Occupations
31	Occupations in Medicine and Health
33	Artistic, Literary, Performing Arts and Related Occupations
37	Occupations in Sport and Recreation
41	Clerical and Related Occupations
51	Sales Occupations
61	Service Occupations
71	Farming, Horticultural and Animal-Husbandry Occupations
73	Fishing, Trapping and Related Occupations
75	Forestry and Logging Occupations
77	Mining and Quarrying Including Oil and Gas Field Occupations
81/82	Processing Occupations
83	Machining and Related Occupations
85	Product Fabricating, Assembling and Repairing Occupations
87	Construction Trades Occupations
91	Transport Equipment Operating Occupations
93	Other Material-Handling and Related Occupations
95	Other Crafts and Equipment Operating Occupations
99	Occupations Not Elsewhere Classified

MAJOR, MINOR AND UNIT GROUP TITLES

MAJOR GROUP 61 – SERVICE OCCUPATIONS

611 PROTECTIVE SERVICE OCCUPATIONS

- 6111 Fire-Fighting Occupations
- 6112 Police Officers and Detectives, Government
- 6113 Police Agents and Investigators, Private
- 6115 Guards and Related Security Occupations
- 6116 Commissioned Officers, Armed Forces
- 6117 Other Ranks, Armed Forces
- 6119 Other Protective Service Occupations

612 FOOD AND BEVERAGE PREPARATION AND RELATED SERVICE OCCUPATIONS

- 6120 Supervisors, Food and Beverage Preparation and Related Service Occupations
- 6121 Chefs and Cooks
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- 6129 Other Food and Beverage Preparation and Related Service Occupations

613 OCCUPATIONS IN LODGING AND OTHER ACCOMMODATION

- 6130 Supervisors, Occupations in Lodging and Other Accommodation
- 6133 Lodging Cleaners, Except Private Household
- 6135 Sleeping-Car and Baggage Porters
- 6139 Other Occupations in Lodging and Other Accommodation

614 PERSONAL SERVICE OCCUPATIONS

- 6141 Funeral Directors, Embalmers and Related Occupations
- 6142 Housekeepers, Servants and Related Occupations
- 6143 Barbers, Hairdressers and Related Occupations
- 6144 Guides
- 6145 Travel and Related Attendants, Except Food and Beverage
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616 APPAREL AND FURNISHINGS SERVICE OCCUPATIONS

- 6160 Supervisors, Apparel and Furnishings Service Occupations
- 6161 Laundering Occupations
- 6163 Dry-Cleaning Occupations
- 6165 Pressing Occupations
- 6169 Other Apparel and Furnishings Service Occupations

619 OTHER SERVICE OCCUPATIONS

- 6190 Supervisors, Other Service Occupations
- 6191 Janitors, Charworkers and Cleaners
- 6193 Elevator-Operating Occupations
- 6198 Occupations in Labouring and Other Elemental Work, Services
- 6199 Other Service Occupations, n.e.c.

MASTER TITLES AND DEFINITIONS

(Refer to TYPES OF OCCUPATIONAL TITLES in Introduction to the CCDO GUIDE for explanation of master titles and definitions and their applications)

01-060 DESIGN ENGINEER (prof. & tech., n.e.c.)

Applies established engineering principles to the design and development of equipment, structures, processes and systems, by performing any combination of the following duties:

Analyzes proposal, product or equipment specifications, and process requirements to conceive a practical design. Determines feasibility from the standpoint of costs, space, time limitations, company plans, availability of standard equipment and other technical and economic factors. Consults with research engineers and scientists, or customer representatives to resolve design problems related to product styling and production planning. Provides technical information concerning construction and manufacturing techniques, material properties, and advantages and limitations affecting plant, product and long-range planning. Compiles and analyzes operational data, and directs complex tests to establish standards for new designs or modifications to existing equipment, products or processes. Prepares related installation, operation and maintenance specifications and instructions. Supervises and co-ordinates the work of technologists and technicians who act in direct support of research activities.

01-070 ENGINEERING TECHNICIAN (prof. & tech., n.e.c.)

Carries out a limited number of technical functions in an engineering specialization, such as chemical, civil, electrical, industrial, mechanical, metallurgical, mining, petroleum, aeronautical or nuclear engineering, primarily in relation to installation, operation and maintenance, quality control and production planning activities, using a basic knowledge of specific engineering, scientific, mathematical and drafting design principles and techniques, by performing any combination of the following duties:

Interprets work assignment instructions, selects and adapts standard procedures, techniques and equipment and establishes work sequence. Prepares, marks, measures or weighs test materials or samples. Estimates time, quantities of material, and labour required for such activities as testing, installation, maintenance, manufacture or construction. Incorporates design details into drawings following specifications for machinery, tools, or processes. Constructs, installs, maintains, repairs, calibrates and modifies standard equipment or systems according to standards, tests or instructions. Adapts and constructs auxiliary devices for tests, and operates standard equipment to test materials, samples and products. Makes calculations and prepares charts, graphs and supporting data for reports.

01-080 ENGINEERING TECHNOLOGIST (prof. & tech., n.e.c.)

Carries out a variety of technological functions in an engineering specialization, such as chemical, civil, electrical, industrial, mechanical, metallurgical, mining, petroleum, aeronautical, or nuclear engineering, primarily in support of engineering research, development and design activities, using knowledge of engineering, scientific, mathematical and drafting design principles and practices, by performing any combination of the following duties:

Analyzes technical problems, co-ordinates the construction of working models, pilot plants and similar prototypes, and develops and interprets design specifications for complex equipment and processes to assist engineers and other technical workers in the research, design, and development of products, systems, processes and equipment. Represents engineers on work or test sites to ensure compliance with design specifications, study objectives and standards relating to production or quality control, and industrial or construction safety. Examines and evaluates assignments, defines problems, determines procedures to arrive at solutions, and schedules work. Obtains or prepares detailed estimates of time, quantities, labour and material costs required for work in such areas as product design, testing of construction, equipment installations, and manufacturing processes. Diagnoses complex equipment or process malfunctions, production or test problems; plans and carries out corrective action or directs other workers in rectifying problems. Conducts work studies and method analyses, and performs

statistical calculations necessary for establishing work standards. Interprets and evaluates, at a level below that of the engineer, experimental, test, and other data and prepares reports and recommendations based on evaluations. Oversees and co-ordinates activities of technicians, skilled craftsmen/women and other workers engaged in various aspects of technical assignments. Assists in the training of less experienced technical workers.

01-090 GENERAL MANAGER (prof. & tech., n.e.c.)

Plans, organizes, directs and controls the major functions of an industrial, commercial, governmental, or other establishment through departmental managers and other subordinate executives, and within powers delegated by a directorate, governing body, or official decree, by performing any combination of the following duties:

Establishes organization objectives, formulates and approves policies and programs and sets standards by using knowledge of organization's capacities; analyzing economic, social, technical, legal and other trends; consulting with subordinate managers and executives; and reviewing staff recommendations and reports. Authorizes establishment of major departments and key executive positions, and funds to implement departmental policies and programs. Selects or approves selection of departmental managers and senior staff, delegates authority and approves overall personnel program. Directs, motivates and develops skills of executive and managerial personnel to foster productivity, growth and high morale, exercising leadership ability and using knowledge of management science. Co-ordinates activities of departments or other functional units by utilizing staff conferences, schedule boards, flow charts and other devices, and by developing effective lines of communication. Provides for administration controls, such as reports, audits and inspections. Maintains awareness of developments affecting objectives and policies, and takes initiative in effecting remedial action or needed adjustments, in consultation with executives concerned. Assumes responsibility for products or services of establishment. Represents organization, or delegates representatives in negotiations, at conventions, seminars and other official occasions. Entertains officials, develops liaison with other organizations and frequently sits on charitable, educational or other civic committees, to promote good public relations.

General managers are designated according to the industry in which they work, and frequently, as senior officials, hold appointments such as President, Vice-President or Chairman/woman of the Board or other governing body.

01-140 LIFE SCIENCES TECHNICIAN (prof. & tech., n.e.c.)

Carries out a limited number of technical functions in a life sciences specialization, such as botany, zoology, forestry, horticulture, agriculture or medicine, primarily in relation to biological testing and analysis activities, using a basic knowledge of specific scientific and mathematical principles, and laboratory techniques, by performing any combination of the following duties:

Interprets work assignment instructions, selects and adapts standard procedures, techniques and equipment and establishes work sequence. Takes, prepares, marks, measures or weighs biological specimens. Sets up laboratory, medical and other scientific equipment for experiments, tests and analyses, and adjusts or aligns equipment as required. Conducts experiments, tests and analyses, and records and organizes observations and conclusions. Makes calculations and prepares charts, graphs and other supporting data for reports.

01-150 LIFE SCIENCES TECHNOLOGIST (prof. & tech., n.e.c.)

Carries out a variety of technological functions in a life sciences specialization, such as botany, zoology, forestry, horticulture, agriculture or medicine, primarily in support of biological research, testing and analyses activities, using knowledge of scientific and mathematical principles and laboratory practices, by performing any combination of the following duties:

Assists life scientists and other technical workers in design and development of research methods and equipment. Searches reference publications and makes recommendations concerning technical problems. Performs pre-test experiments and analyses, develops design specifications for, and constructs or oversees the construction of special test equipment. Obtains or prepares estimates of time, and costs of quantities of material and equipment for tests, analyses, experiments or other research activities; plans and schedules work. Sets up scientific equipment for experiments, tests and analyses, and calibrates precision equipment as required. Performs quality control tests to ensure reagents and equipment are functioning as specified. Conducts experiments, tests and analyses, requiring a high degree of skill and judgment, and involving a large number of operations with many possible sources of error. Modifies and adapts procedures and equipment as required. Interprets and evaluates test and other data at a level below that of the life scientist; prepares reports and recommendations based on evaluations, and frequently assists life scientists in preparing material for publications.

01-170 MANAGER (prof. & tech., n.e.c.)

Plans, organizes, directs and controls the activities of a department, division, program, regional office or other unit of an industrial, commercial, governmental or other establishment, through subordinates who are at a supervisory level or above and within policies laid down by senior management by performing any combination of the following duties:

Establishes procedures to implement policies and directives of senior management, and recommends changes in policies to achieve assigned objectives, based on detailed knowledge of the unit's performance capabilities. Prepares and submits financial estimates for approval. Determines organizational structures in unit, and defines subordinate managerial and supervisory functions. Selects or approves appointment of subordinate staff, and directs their training to ensure efficient usage of personnel and material. Co-ordinates activities within assigned areas and with other departments or units by conferring with other managers or subordinates and utilizing schedule boards, flow charts and similar devices. Reviews effectiveness of assigned operations, enforces regulations, prepares reports, and advises senior management of trends in own operations which may be significant for other units of the organization. Assumes responsibility for operations of unit. Assists staff with important and difficult administrative or technical problems. Negotiates with specialists, technical consultants and external organizations on matters such as business services and union contracts. Represents organization on boards or committees as a delegated specialist, or in a public relations capacity.

Managers are usually designated according to assigned responsibility in the department or other unit of the organization.

01-180 MANAGING SUPERVISOR (any ind.)

Plans, organizes, directs and controls the operations of an establishment engaged in retail or wholesale trade, or in providing services to the public, to business or other organizations, on own or owner's behalf or in partnership, and supervises and co-ordinates activities of subordinate workers, by performing any combination of the following duties:

Estimates consumer demands, and determines or recommends types and quantities of merchandise or services to be sold, and price and credit policies to be implemented. Defines operating procedures. Plans budget, prepares or supervises preparation of purchase orders for stock and supplies, and authorizes or obtains authorization for expenditures. Establishes layout of premises. Determines staff functions and numbers and hires or arranges for hiring of staff. Assigns duties, sets salaries, and initiates personnel action such as promotions and discharges. Supervises and trains workers, or oversees supervision and training. Co-ordinates activities of workers to ensure efficient operations. Counts and deposits money received, or supervises handling of money, takes or verifies inventories, and keeps accounts and other records. Ensures that safety, health and security regulations are followed. Promotes the sale of establishment goods or services, and approves advertising and display work. Receives and acts on customer complaints. Confers with workers or their representatives to resolve grievances and other employee problems.

When operating a small establishment, performs some or all of the duties of the workers. When operating an establishment on own behalf

or in partnership, is commonly known as a **WORKING PROPRIETOR**. See term title definition, 02-450 **WORKING PROPRIETOR**, for method of classification. Managing supervisors, including working proprietors are designated according to merchandise or services offered for sale, or type of establishment operated.

01-210 PHYSICAL SCIENCES TECHNICIAN (prof. & tech., n.e.c.)

Carries out a limited number of technical functions in a physical sciences specialization, such as physics, chemistry, geology, geophysics, meteorology or astronomy, normally in relation to operation and maintenance, and quality control activities, using a basic knowledge of specific scientific and mathematical principles and laboratory techniques, by performing any combination of the following duties:

Interprets work assignment instructions, selects and adapts standard procedures, techniques and equipment, and establishes work sequence. Prepares, marks, measures or weighs test materials or samples. Sets up laboratory and other scientific equipment for experiments, tests and analyses, and adjusts or aligns equipment as required. Conducts experiments, tests and analyses and records and organizes observations and conclusions. Makes calculations and prepares charts, graphs and other supporting data for reports.

01-220 PHYSICAL SCIENCES TECHNOLOGIST (prof. & tech., n.e.c.)

Carries out a variety of technological functions in a physical sciences specialization, such as physics, chemistry, geology, geophysics, meteorology, or astronomy, primarily in support of research activities, using knowledge of scientific and mathematical principles and laboratory practices, by performing any combination of the following duties:

Assists physical scientists and other technical workers in design and development of research methods and equipment, by searching reference publications, making recommendations concerning technical problems, performing pre-test experiments and analyses, and by developing design specifications for, and constructing or overseeing the construction of special test equipment. Obtains or prepares estimates of time and costs, of quantities of material and equipment for tests, analyses, experiments or other research activities. Plans and schedules work. Sets up scientific equipment for experiments, tests and analyses, and calibrates precision equipment as required. Conducts experiments, tests and analyses, requiring a high degree of skill and judgment, and involving a large number of operations with many possible sources of error. Modifies and adapts procedures and equipment as required. Interprets and evaluates experimental, test and other data at a level below that of the physical scientist; prepares reports and recommendations based on evaluations, and frequently assists physical scientists in preparing material for publications.

01-230 SALESPERSON (ret. trade; whole. trade)

Sells merchandise to individuals from sales floor and at customer's home or place of business, applying knowledge of characteristics, quality and merit of items sold, by performing any combination of the following duties:

Talks to customer on sales floor or elsewhere to ascertain his or her wants, and follows up initial contact, by phone or in person, to solicit business. Displays merchandise, shows descriptive material and demonstrates article, emphasizing saleable features. Advises customer on care and use of article. Estimates or quotes prices, credit terms, trade-in allowances and delivery date. Prepares sales slip or sales contract. Receives payment or obtains credit authorization. Prepares reports of business transactions and keeps expense accounts. Sets up displays of merchandise in window or on sales floor. Prepares inventory of stock, and requisitions merchandise from stockroom or warehouse. Salespersons are usually designated according to product sold.

01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.)

Supervises and co-ordinates activities of workers engaged in one or more occupations, by performing any combination of the following duties:

Studies assignments, determines manpower requirements, and estimates materials and supplies needed for completion of work. Establishes

methods to meet work schedules. Requisitions materials and supplies. Hires and assigns duties to workers, recommends or initiates personnel actions, such as promotions, transfers, discharges, and disciplinary measures, and maintains personnel and attendance records. Trains or arranges for the training of workers and explains company policies. Sets up machines and equipment and interprets work orders, specifications or technical drawings. Initiates or suggests plans to motivate workers to achieve goals. Co-ordinates activities of own workers and confers with other supervisors, foremen/women and/or superiors to avoid conflicts with other units or departments. Ensures that quality of work meets standards, inspects materials received, and enforces safety regulations. Analyzes and resolves work problems. Prepares and submits production, progress or other reports. Recommends measures to improve work

methods, equipment performance, quality of product or service, and working conditions. Confers with workers or their representatives to resolve complaints and grievances.

When supervising workers engaged in one occupation, is usually required to be adept in activities under supervision. When supervising workers engaged in several occupations, is required to possess general knowledge of activities involved. Supervisors and foremen/women are designated according to type of work supervised, process involved, craft of workers supervised, product manufactured or industry in which work occurs. A working supervisor or foreman/woman, commonly known as a GROUP LEADER, or LEAD HAND, who primarily performs the same duties as the workers supervised, is identified by the same occupational title as the workers.

TERM TITLES AND DEFINITIONS

(Refer to TYPES OF OCCUPATIONAL TITLES in Introduction to the CCDO GUIDE for explanation of term titles and definitions and their applications)

02-010 APPRENTICE (any ind.)

A term used to describe a worker who is bound by contractual agreement to serve an employer for a specified period of time, with a view to learning a craft or trade in which the employer is obligated to instruct him or her:

In general, the contract sets out the minimum number of hours of training required to complete the apprenticeship and outlines wage increases throughout the program on the basis of a graduated minimum scale. An apprentice follows a program of on-the-job, and related classroom and shop training lasting about one to four years and leading to a prescribed level of competence in an occupation. Apprenticeship programs are usually under the guidance of an advisory committee representing management, labour and government. Entry age and educational levels, health standards and training requirements vary with the apprenticed occupation and frequently are specified by provincial legislation. An apprentice is usually between the ages of sixteen and twenty-five. In some provinces, an older worker with background experience in a trade may be accepted as a 'mature apprentice'. Credit may be given for previous related experience or training. Normally, the successful completion of eight to twelve years schooling is required before commencing apprenticeship. An examination on all phases of training usually terminates the program, and successful completion results in the receipt of a certificate of apprenticeship. Workers who complete an apprenticeship program may be required to obtain licences or pass certification examinations before being permitted to practise their trade.

Apprentices are classified in the same unit group as the occupations for which they are being trained.

02-040 ASSISTANT (any ind.)

A term used to describe a worker who directly assists another or other workers at the professional and managerial levels, by performing essentially DATA- and PEOPLE-related functions that are clearly subordinate to those of the worker assisted, but which frequently require formal training in the assistant specialization:

Excluded are the following who should be designated and classified as indicated: A worker who performs duties closely related to those of the worker assisted and who on occasion may assume the authority and responsibilities of the worker assisted should be assigned the same title and classification as the worker assisted. A worker who has been designated as an assistant by an establishment because his or her work fulfils an operational support function, but who does not directly assist other workers, should be assigned a title more indicative of the work performed and classified accordingly. A worker who directly assists a professional such as one engaged in a scientific, engineering, mathematical or drafting design field by performing essentially DATA- AND THINGS-related functions may be designated and classified as a TECHNICIAN or TECHNOLOGIST.

A worker who performs routine, primarily manual duties in direct support of a more competent processing, manufacturing, construction and primary industry worker may be designated and classified as a HELPER. See term title definition, 02-160 HELPER.

02-070 CHIEF ENGINEER (prof. & tech., n.e.c.)

A term used to describe an engineer who uses the principles and methods of management to supervise and co-ordinate the technical or administrative activities of other engineers, technologists, technicians and trades people:

The workers supervised are concerned with such activities as research, design, development, evaluation, manufacture and repair of machinery, components, tools and equipment; and with related methods, procedures and processes in governmental, industrial and business establishments.

Chief engineers are usually classified in the same unit group as the engineers they supervise.

02-090 CONSULTANT (prof. & tech., n.e.c.)

A term applied to a worker who utilizes expertise and knowledge of a specialized field of activity to evaluate and recommend improvements in the practice of that specialization in a commercial, industrial, governmental or other organization, by performing any combination of the following duties:

Analyzes objectives, policies, methods and procedures relating to specializations, such as product administration, labour relations, public relations and safety standards. Devises tests, prepares flow charts, conducts interviews and examines records and other data to determine degree to which objectives are being achieved. Prepares reports and recommendations for modification and changes in policies, methods and procedures to improve efficiency. Assists with implementation of recommendations by such means as revising procedures, and preparing and conducting retraining sessions.

Consultants are designated according to title of specialization, such as ENGINEERING CONSULTANT, PERSONNEL MANAGEMENT CONSULTANT, and EDUCATIONAL SPECIALIST. These occupations are classified in the unit group with the worker, in the same field of specialization, who performs functions of a non-consulting nature, or, when such a unit group does not exist, in Unit Group 1179 - OTHER OCCUPATIONS RELATED TO MANAGEMENT AND ADMINISTRATION.

02-130 ENGINEER (prof. & tech., n.e.c.)

A term used to describe a worker who plans, designs and develops equipments, machines, products, systems and processes, using scientific and engineering principles, to serve human needs and desires:

Engineers must possess qualifications acquired through formal training and work experience which normally lead to legal certification by appropriate licensing authorities. Engineers are classified according to the discipline in which the individual is most active, such as aeronautical, agricultural, electrical, electronic, chemical, civil, mechanical, metallurgical, mining, marine and structural engineering. Engineers primarily engaged in managerial, teaching or sales activities are classified in the appropriate Major Group according to work performed.

02-150 GRADER (any ind.)

A term used to describe a worker who classifies and sorts materials and products according to established quality-control standards:

Examines materials and products by sight, touch, taste or smell, or by the use of scales or gauges, and grades them according to such standards as weight, size, colour or general condition. Grades foodstuffs such as grains, fruits, vegetables, meat, eggs and cheese. Grades other products such as tobacco, lumber, diamonds, leather and fur.

Graders are usually designated according to the product graded, and are normally classified in unit groups for INSPECTING, TESTING, GRADING AND SAMPLING OCCUPATIONS.

02-160 HELPER (any ind.)

A term used to describe a worker who supports another worker of a higher level of expertise in an occupation, by performing a combination of more routine, essentially manual duties, such as the following:

Conveys and holds materials and tools for worker aided, and uses hand or power tools or appliances in a helping capacity. Transports materials, tools, and supplies to and from worksite, using wheelbarrows, hand trucks, hoists, powered equipment and similar devices. Prepares surfaces and mixes materials for the use of the worker aided, and cleans, mounts, places, or assembles parts or objects. Performs routine tasks related to installation, set-up, maintenance or dismantling of machines and equipment. Tends or feeds machines and equipment, offbears materials or parts and performs operating adjustments as directed. Takes samples for analysis, keeps work records, or performs other related tasks.

A worker who can perform his or her work independently of another worker is not a HELPER, and is designated and classified according to the work performed. HELPERS are classified in the appropriate unit group according to work performed.

02-170 INSPECTOR (any ind.)

A term used to describe a worker who critically examines any of a variety of goods, services or operations for conformity to established quality, health, safety, legal, business, ethical or other standards, by performing any combination of the following duties:

Examines raw materials for quality and manufactured items for defects and for conformance to specifications, visually and using sample models and instruments, such as scales, gauges, templates, calipers and micrometers. Verifies that established standards are maintained relative to such matters as food-growing, processing and marketing; product-packaging; storage and transportation methods; buildings and facilities; and business practices, operations and services. Affixes seals or tags to approved items, issues or revokes licences and permits or ascertains that licences and permits have been obtained and are displayed. Confers with officials, interprets regulations and codes, and assists establishments in altering methods and practices to meet established standards. Investigates complaints and violations, prepares reports of findings and action taken or recommended, files charges and testifies in court. Recommends changes in standards, administrative procedures, facilities, methods and practices.

Inspectors are normally identified according to product, item or service inspected. Typical titles are: 8256-112, PAPER INSPECTOR (pulp & paper); 8336-110, WELD INSPECTOR (mach., weld. & forg.). Inspectors in the fields of processing, machining, fabricating and assembling materials, goods or products are classified in unit groups for INSPECTING, TESTING, GRADING, AND SAMPLING OCCUPATIONS. Inspectors and Regulatory Officers concerned with enforcing and advising on governmental health, safety or other regulations are classified in Unit Group 1116, INSPECTORS AND REGULATORY OFFICERS, GOVERNMENT. Inspectors and Regulatory Officers concerned with enforcing and advising on adherence to non-governmental standards and regulations in such areas as quality of service and observance of company business policies and procedures, are classified in Unit Group 1176, INSPECTORS AND REGULATORY OFFICERS, NON-GOVERNMENT.

02-180 INTERN (medical)

A term used to describe a person who performs medical duties for a specified length of time in hospitals, approved for internship, to gain training and practical experience immediately following graduation from medical school, and to meet licensing requirements for the practice of medicine.

Interns are classified in Unit Group 3111, PHYSICIANS AND SURGEONS.

02-190 LABOURER/ELEMENTAL WORKER (any ind.)

A term used to describe a worker who performs one or more uncomplicated tasks, usually physical in nature, involving such functions as feeding-offbearing and handling materials and objects, which may require the use of simple tools or equipment:

In the performance of his or her duties may be required to speak to, signal or serve other persons and carry out simple data-related functions such as copying and comparing. Applies common sense understanding to carry out tasks in standardized situations with occasional or no variables in or from these situations. Normally, these tasks require only simple demonstration, instruction or explanation in preparation for average performance on the job, though in some instances training may last a few days.

Many occupations which are classified in unit groups entitled, 'OCCUPATIONS IN LABOURING AND OTHER ELEMENTAL WORK' are not designated by the title LABOURER, but by titles which are more descriptive of the work performed, such as 9318-142, PACK-AGER, HAND (any ind.) and 8578-130, MOULD FILLER (plastic prod.; rubber). Workers designated as LABOURERS or ELEMENTAL WORKERS, who perform a combination of uncomplicated tasks, such as those of a LABOURER, GENERAL, may be required to carry out tasks involving a few concrete variables in standardized situations.

02-240 MANUFACTURER'S SERVICE REPRESENTATIVE (any ind.)

A term used to describe a worker who utilizes a knowledge of mechanical, hydraulic and electrical principles and the manufacturer's

specifications, to provide service in the installation, operation and repair of equipment in customer's establishment, by performing any combination of the following or similar duties:

Consults with staff in manufacturer's engineering department to resolve problems of machine design, and to avoid construction and installation problems in customer's establishment. Studies drawings or blueprints to become familiar with equipment operation. Oversees installation of equipment in customer's establishment. Operates machine through trial runs to ensure that quality and rate of production meet specifications. Trains customer's personnel in operating, adjusting, maintaining and repairing equipment. Consults with customer about deviation of equipment operation from original specifications, and explains reasons for changes. Repairs or supervises repair of worn or defective equipment in customer's establishment.

Manufacturer's service representatives are classified in unit groups which reflect the nature of service provided and type of equipment serviced.

02-280 NOTARY PUBLIC (prof. & tech., n.e.c.)

A term used to describe a worker who performs any combination of the following legal-service duties as prescribed by a commission issued by provincial government:

Witnesses, certifies and attests the validity of signatures on documents. Takes and certifies acknowledgement or proof of powers of attorney, mortgages, deeds, and other legal documents. Takes depositions and affidavits for use before court, judge or officer within jurisdiction. Administers oaths and affirmations. Keeps permanent records of official acts.

Workers whose regular duties include those described above are classified in Unit Group 2343, LAWYERS AND NOTARIES. Workers who perform duties of the term title, 02-280 NOTARY PUBLIC (prof. & tech., n.e.c.), in addition to the duties of another occupation, are classified according to their principal occupation.

02-310 RESEARCH ENGINEER (prof. & tech., n.e.c.)

A term used to describe an engineer who, in co-operation with scientists and other engineers, engages in basic and applied research activities, directed toward the investigation, evaluation and application of engineering and scientific theories and principles to practical problems:

Conducts studies in areas, such as pre-stressed concrete construction, high-pressure instrumentation, supersonic flight, operation of continuous chemical processes at high and low pressures and temperatures, radar, colour television and electronic computation and control. Consults with other engineers and scientists regarding the development and improvement of new or existing products, services or production processes. Follows the studies from inception, through the drafting phase, to the production of the prototype or model and the preparation of technical reports. Supervises and co-ordinates the work of technologists and technicians who act in direct support of his or her research activities.

Research engineers are classified in the appropriate engineering unit group according to work performed.

02-320 RESIDENT PHYSICIAN OR SURGEON (medical)

A term used to describe a physician or surgeon who performs medical duties for a specified length of time, following graduation from medical school and internship, in a hospital approved for residency requirements to gain advanced graduate education and practical experience in a particular branch of medicine or surgery, or in family medicine, as a requirement for certification as a specialist.

Resident physicians or surgeons are classified in Unit Group 3111, PHYSICIANS AND SURGEONS.

02-330 SAMPLER (any ind.)

A term used to describe a worker who collects samples of raw or processed materials for laboratory analysis and quality-control purposes, performing duties such as the following:

Collects samples by dipping, scooping, pouring or cutting. Marks samples with identifying information and sends them to laboratory. Weighs, pulverizes, screens and/or blends materials from various collection points to provide representative samples.

Samplers are normally designated according to the material sampled, and are classified in unit groups for INSPECTING, TESTING, GRADING AND SAMPLING OCCUPATIONS.

00-350 SCIENTIST (prof. & tech., n.e.c.)

A term used to describe a worker who conducts investigations or enquiries to acquire a theoretical, abstract or practical knowledge of physical and natural phenomena:

States problems and frames questions which are capable of yielding significant facts, theories, laws and concepts, and tests hypotheses through observation, investigation or experimentation.

Scientists are classified according to the discipline in which the individual is most active, such as chemistry, physics, geology, meteorology, geography, metallurgy, agriculture, zoology, botany and pharmacology.

00-380 SQUAD MAN/WOMAN (any ind.)

A term used to describe a worker who is trained in all phases of manufacturing within a specific industry, through a company-oriented training program to identify and develop supervisory and executive talent in individuals:

Substitutes for absentees, as needed, to keep departments fully-manned in emergencies. Conducts assigned studies in areas of specialized training for production problem identification, analysis, documentation and preparation of reports. Investigates and studies alternate methods and procedures and, upon approval, institutes and conducts programs to modify existing production procedures. Participates as a member of a team of specialists to inaugurate production with new installations.

Squad men/women are normally designated by the industry in which they work, and are classified in the appropriate supervisor; foreman/woman or managerial unit group according to work performed.

00-410 TECHNICIAN (prof. & tech., n.e.c.)

A term used to describe a worker who performs a limited number of technical functions in a physical science, life science or engineering specialization, primarily in relation to installation, operation and maintenance, quality control, production planning or biological testing and analysis activities, using a basic knowledge of specific scientific, mathematical or engineering and drafting design principles and practices:

Interprets work-order assignments, selects and adapts standard procedures, techniques and equipment and establishes work sequence. Takes, prepares, marks, measures or weighs test materials, or samples. Sets up scientific equipment and conducts experiments, tests and analyses, or constructs, installs, maintains, repairs, calibrates or modifies industrial or other equipment. Makes calculations and prepares charts, graphs and other supporting data for reports.

Reference should be made to the following unit groups for classification possibilities of technologists and technicians: 2117, PHYSICAL SCIENCES TECHNOLOGISTS AND TECHNICIANS; 2135, LIFE SCIENCES TECHNOLOGISTS AND TECHNICIANS; 3156, MEDICAL LABORATORY TECHNOLOGISTS AND TECHNICIANS; 3155, RADIOLOGICAL TECHNOLOGISTS AND TECHNICIANS; 3157, DENTAL HYGIENISTS, ASSISTANTS AND TECHNICIANS; 2165, ARCHITECTURAL AND ENGINEERING TECHNOLOGISTS AND TECHNICIANS and 2353, TECHNICIANS IN LIBRARY, MUSEUM AND ARCHIVAL SCIENCES. Other technicians are classified in the same unit group as the worker assisted, or according to work performed. Workers who directly assist another or other workers at the professional and managerial levels are designated as ASSISTANTS provided that they perform essentially DATA- and PEOPLE-related functions. Assistants frequently require formal training in the occupational specialization and their functions are clearly subordinate to those of the worker assisted. Those workers who perform inspecting and testing functions at levels of complexity higher or lower than those specified for technologists and technicians may be classified in unit groups for scientific and engineering, or inspecting and testing occupations respectively.

00-420 TECHNOLOGIST (prof. & tech., n.e.c.)

A term used to describe a worker who performs a variety of technological functions in a physical science, life science or engineering specialization, primarily in support of research, development and design activities, using knowledge of scientific, mathematical or engineering and drafting design principles and practices:

Assists scientists, engineers and other technical workers in developing research methods and equipment, and designing and developing products, systems, processes and industrial equipment. Obtains or prepares estimates of time and material cost for research tests, analyses and experiments or for work projects or processes. Sets up scientific equipment and conducts experiments, tests and analyses. Diagnoses complex equipment or process malfunctions, and production or test problems, and carries out corrective action. Interprets and evaluates, at a level below that of the engineer or scientist, test and other data, and prepares reports and recommendations based on findings.

Reference should be made to the following unit groups for classification possibilities of technologists and technicians: 2117, PHYSICAL SCIENCES TECHNOLOGISTS AND TECHNICIANS; 2135, LIFE SCIENCES TECHNOLOGISTS AND TECHNICIANS; 3155, RADIOLOGICAL TECHNOLOGISTS AND TECHNICIANS; 3156, MEDICAL LABORATORY TECHNOLOGISTS AND TECHNICIANS and 2165, ARCHITECTURAL AND ENGINEERING TECHNOLOGISTS AND TECHNICIANS. Other technologists are classified in the same unit group as the worker assisted, or according to work performed.

Workers who directly assist another or other workers at the professional and managerial levels are designated as ASSISTANTS provided that they perform essentially DATA- and PEOPLE-related functions. Assistants frequently require formal training in the occupational specialization and their functions are clearly subordinate to those of the worker assisted. Those workers who perform inspecting and testing functions at levels of complexity higher or lower than those specified for technologists and technicians may be classified in unit groups for scientific and engineering, or inspecting and testing occupations respectively.

00-430 TESTER (any ind.)

A term used to describe a worker who conducts routine tests in a laboratory or at a test bench on materials, components, machines or equipment to determine physical or chemical characteristics, or to verify conformity to specifications or functional standards, by performing any combination of the following duties:

Takes, prepares, marks, measures or weighs various samples, prior to conducting tests. Tests materials to determine physical or chemical characteristics. Tests electric or electronic components and equipment to verify conformity to specifications, using various electric or electronic testing equipment. Operates machines or equipment to test performance, and makes routine adjustments as required. Records test results. Marks approval on acceptable units, and returns defective units for reworking.

Testers are normally identified according to material or unit tested. Typical titles are: 8256-118, PULP TESTER (pulp & paper); 8336-138, SPRING TESTER (mach., weld. & forg.; metal fab., n.e.c.). Testers in the fields of processing, machining, fabricating and assembling materials, goods or products are normally classified in unit groups for INSPECTING, TESTING, GRADING, AND SAMPLING OCCUPATIONS. Those workers who perform a number of technical functions including testing at levels of complexity higher than that specified for testers may be classified in unit groups for scientific and engineering, or technologist and technician occupations.

00-450 WORKING PROPRIETOR (any ind.)

A term used to describe a worker who operates an establishment, on own behalf or in partnership:

Performs duties as described under the master titles, 01-090 GENERAL MANAGER (prof. & tech., n.e.c.); 01-170 MANAGER (prof. & tech., n.e.c.) or 01-180 MANAGING SUPERVISOR (any ind.), depending upon size and complexity of organization operated. When operating a small establishment, performs some or all of the duties of the workers.

Working proprietors are normally designated according to merchandise or services offered for sale, type of establishment or business operated, or professional, technical, craft or service function exercised. Working proprietors in sales and services who perform duties as described under the master title, 01-180 MANAGING SUPERVISOR (any ind.) are

classified in the supervisor unit groups in Major Group 51, Sales Occupations and 61, Service Occupations, respectively. Working proprietors in sales and services who perform duties as described under the master titles, 01-090 GENERAL MANAGER (prof. & tech., n.e.c.) and 01-170 MANAGER (prof. & tech., n.e.c.) are classified in Major

Group 11, MANAGERIAL, ADMINISTRATIVE AND RELATED OCCUPATIONS. Working proprietors found outside of Major Group 51, 61 and 11, are classified in the appropriate supervisory unit group of an appropriate minor group, or in the workers' unit group, if a supervisory unit group does not exist.

SERVICE OCCUPATIONS

This major group includes occupations concerned with providing protection and help in case of fire, crime and accidents; providing catering services, including cooking, preparing and serving food and beverages; providing accommodation services; maintaining cleanliness in establishments such as hotels, motels, lodging houses, and apartment and office buildings; escorting guests and handling baggage; preparing sleeping accommodation; arranging funeral, embalming and cemetery services; cutting and styling hair, and giving beauty treatments; providing personal services such as caring for children, ushering, and arranging for people's comfort on tours and aboard ships and airplanes; washing, cleaning, drying, pressing and dyeing apparel and textile furnishings; cleaning building interiors and equipment, operating elevators, and performing minor maintenance repairs; and providing other related services. Managers of chains of establishments dealing with the above-mentioned services are classified in Unit Group 1130, **GENERAL MANAGERS AND OTHER SENIOR OFFICIALS**. Managers of large departmentalized units within these chains are classified in Unit Group 1142, **SERVICES MANAGEMENT OCCUPATIONS**. **SERVICE OCCUPATIONS** are classified in the following minor groups:

- 611 Protective Service Occupations
- 612 Food and Beverage Preparation and
Related Service Occupations
- 613 Occupations in Lodging and Other
Accommodation
- 614 Personal Service Occupations
- 616 Apparel and Furnishings Service
Occupations
- 619 Other Service Occupations

611 – PROTECTIVE SERVICE OCCUPATIONS

This minor group includes occupations concerned with providing protection and help in case of fire, crime, accidents and damage, and maintaining custody of prisoners in jails, reformatories or penitentiaries. Occupations in the Armed Forces are classified in this minor group. Supervisors are classified in the same unit group as the workers they supervise. **PROTECTIVE SERVICE OCCUPATIONS** are classified in the following unit groups:

- 6111 Fire-Fighting Occupations
- 6112 Police Officers and Detectives, Government
- 6113 Police Agents and Investigators, Private
- 6115 Guards and Related Security Occupations
- 6116 Commissioned Officers, Armed Forces
- 6117 Other Ranks, Armed Forces
- 6119 Other Protective Service Occupations

6111-FIRE-FIGHTING OCCUPATIONS

This unit group includes occupations concerned with providing protection and help in case of fire; fire-fighting; protecting lives and property; inspecting fire-fighting equipment for

serviceability; detecting fire hazards; recommending appropriate fire prevention measures; and supervising and co-ordinating the activities of workers in fire-fighting occupations. Fire Chiefs are classified in this unit group. Fire Marshals are

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classified in Unit Group 1113, GOVERNMENT ADMINISTRATORS.

6111-110 FIRE CHIEF (gov. serv.)

Plans, organizes and directs fire-fighting and fire-prevention activities of municipal fire department:

Supervises work and discipline of fire department staff, requisitioning of material and equipment, preparation of departmental budget and maintenance of records. Organizes and directs fire-fighting activities at large fires or emergencies. Organizes, supervises and participates in fire-prevention programs, safety campaigns and building inspections. Directs maintenance, repair and replacement of fire-fighting equipment, fire stations and other department property. Directs training of personnel in methods of fire-fighting and use of equipment. Develops rules and regulations for efficient operation of department, and consults with superiors regarding major policy determinations.

GED: 4 SVP: 8 PA: L 5 6 EC: B DPT: 1 3 8

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
2	2	3	3	3	4	4	4	4	4	5			2	5	6			

6111-111 DEPUTY FIRE CHIEF (gov. serv.)

Supervises and co-ordinates activities of platoons of fire-fighters in municipal fire department:

Assigns shift schedules to fire department platoons and supervises maintenance of schedules to ensure adequate staffing. Reviews reports on personnel, training and equipment and conducts inspections of facilities and equipment. Explains departmental policies and regulations to subordinates. Requisitions supplies and prepares related records. Records fuel and maintenance costs for fire department vehicles. Supervises testing and maintenance of fire-hoses and other equipment. Participates in discussions on matters such as expansion of services or acquisition of equipment. Assumes command of fire department in absence of 6111-110 FIRE CHIEF (gov. serv.).

GED: 4 SVP: 7 PA: L 5 6 EC: B DPT: 1 3 8

APT.													INT.			TEMP.		
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6111-112 FIRE PLATOON CHIEF (gov. serv.)

Supervises and co-ordinates activities of platoon composed of one or more districts of municipal fire department:

Organizes platoon of fire-fighters and co-ordinates work schedules to ensure adequate distribution of personnel and equipment. Enforces discipline within platoon. Co-ordinates fire-fighting activities of platoon at major fires until relieved by superior officer. Writes or supervises writing of reports on platoon activities. Requisitions supplies and prepares related records. Supervises and inspects equipment maintenance. Relieves 6111-111 DEPUTY FIRE CHIEF (gov. serv.) during sick leave and vacations.

GED: 4 SVP: 7 PA: L 5 6 EC: B DPT: 1 3 8

APT.													INT.			TEMP.		
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2	2	3	3	3	4	4	4	4	4	5			2	5	6			

6111-113 DISTRICT FIRE CHIEF (gov. serv.)

Supervises and co-ordinates fire-fighting activities of one or more fire stations within assigned district of municipality:

Co-ordinates shift schedules to ensure adequate staffing within district. Inspects and supervises testing and maintenance of equipment. Requisitions supplies and records gas, oil and maintenance costs of trucks and cars in district. Supervises training of fire-fighters in emergency techniques. Enforces discipline and evaluates subordinate personnel. Directs fire-fighting activities such as laying of hose, placing of ladders, ventilation of building and rescue of endangered persons. Supervises salvage operations and return of equipment to stations after fire has been extinguished. Compiles records and reports. Supervises building inspections during fire-prevention campaigns.

GED: 4 SVP: 7 PA: L 5 6 EC: B DPT: 1 3 8

APT.													INT.			TEMP.		
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2	2	3	3	3	4	4	4	4	4	5			2	5	6			

6111-114 FIRE CAPTAIN (gov. serv.)

Co-ordinates activities of company of fire-fighters assigned to specific fire station, and participates in fire-fighting operations:

Inspects station house, buildings, grounds, facilities, fire-trucks and equipment such as ladders and hoses, to ensure compliance with departmental maintenance standards. Answers fire-alarms and surveys scene of fire to determine nature and extent of fire, condition of building, danger to adjacent buildings and source of water supply. Directs and participates in fire-fighting operations and directs activities of fire-fighters at fire station. Trains subordinates in use of equipment and methods of extinguishing all types of fires. Evaluates efficiency of personnel. Inspects commercial establishments in assigned district and reports fire hazards or safety violations to fire inspection personnel. Prepares report of each fire call, listing location, type, probable cause, estimated damage and disposition.

GED: 4 SVP: 7 PA: M 2 3 4 5 6 7 8 EC: B 3 4 5 6 7 DPT: 1 3 4

APT.													INT.			TEMP.		
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6111-118 FIRE CHIEF, INDUSTRIAL (any ind.)

Supervises and co-ordinates activities of fire-fighters of industrial establishment:

Inspects fire and exit doors and inspects and orders replacement or servicing of fire-fighting equipment, such as fire extinguishers, sprinklers, hoses and hydrants. Inspects premises to detect combustion hazards and to ensure that safety regulations are enforced. Issues permits for storage and use of flammable or hazardous materials on premises. Directs fire-fighting and rescue activities. Investigates fires, reports known or probable cause and recommends corrective action. Instructs industrial fire-fighters and volunteers in preventive and emergency procedures, demonstrates use of fire-fighting equipment and

conducts fire drills. Consults with plant engineers on design and evaluation of safety systems.

GED: 4 SVP: 7 PA: L 4 5 6 7 EC: B 3 4 6 7 DPT: 1 3 7

APT.											INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
<u>2</u>	<u>2</u>	4	<u>3</u>	<u>3</u>	4	4	4	4	4	5			2	5	6	
															4	5
															0	8

6111-122 FIRE-FIGHTER, CRASH (gov. serv.)

Maintains emergency alert and responds to actual or potential air crash emergencies to prevent or extinguish fires and rescue plane crew and passengers:

Drives fire-fighting truck and equipment to scene of crash or end of runway where disabled aircraft is expected to land. Sprays chemical foam onto runway surface to minimize danger of explosion on impact, and sprays water fog or chemical agents onto aircraft after landing to prevent or extinguish fire. Rescues crew and passengers from aircraft, using flame-cutting and other special equipment. Gives first aid to injured people. Removes or neutralizes explosive material on crashed or damaged aircraft. Prevents unauthorized persons from entering crash area. Operates portable extinguisher to fight small, localized fires. Maintains fire-fighting equipment in state of readiness and good repair. Inspects airport warning devices for servicability, and buildings and surrounding area for fire hazards.

GED: 3 SVP: 6 PA: VH 2 3 4 6 7 8 EC: B 3 4 5 6 7 DPT: 6 6 3

APT.													INT.			TEMP.		
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3	4	5	3	3	5	3	4	3	2	5			0	1	9	8	9	0

6111-126 FIRE-FIGHTER (any ind.)

Controls and extinguishes fires, protects life and property and maintains equipment as member of municipal or industrial fire department: Responds to fire-alarms and other calls for assistance, such as rescuing people endangered by floods or storms, and extricating persons or animals from places not easily accessible. Connects hoses to hydrants and pump-trucks at scene of fire and attaches appropriate nozzle. Sprays water from hose or sprays chemicals from portable extinguisher to extinguish small fires. Positions and climbs ladders to reach upper levels of structure. Carries or leads occupants of burning building to safety. Cuts openings in buildings for entrance or ventilation, using axe, chisel, crowbar, chain saw or other tools. Protects property from water and smoke, using waterproof salvage covers, smoke ejectors and deodorants. Administers artificial respiration to persons overcome by heat or smoke, using respirator, and administers other first aid if required. Inspects buildings for fire hazards and compliance with fire regulations. Participates in fire drills, demonstrations and courses in fire-fighting techniques and equipment operation and maintenance. Cleans and maintains equipment, quarters, buildings and grounds. Drives fire-truck or other vehicle.

GED: 3 SVP: 6 PA: VH 2 3 4 6 7 8 EC: B 3 4 5 6 7 DPT: 6 6 3

APT.													INT.			TEMP.		
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3	4	5	3	3	5	3	4	3	2	5			0	1	9	8	9	0

6111-127 FIRE-FIGHTER APPRENTICE (any ind.)

Performs duties of 6111-126 FIRE-FIGHTER (any ind.) on a progressive basis according to training schedule. See also definition for term title, 02-010 APPRENTICE (any ind.).

6111-199 FIRE-FIGHTING OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with providing protection and help in case of fire, fighting fires, and related occupations not presently classified in Unit Group 6111.

6112-POLICE OFFICERS AND DETECTIVES, GOVERNMENT

This unit group includes occupations concerned with protecting the public; maintaining law and order; detecting and preventing crime; directing and controlling traffic; enforcing parking regulations; investigating and apprehending suspects in criminal cases; locating lost or missing persons and property; and supervising and co-ordinating the activities of government police officers and detectives. Police Chiefs are classified in this unit group. Police Commissioners are classified in Unit Group 1113, GOVERNMENT ADMINISTRATORS.

6112-110 POLICE CHIEF (gov. serv.)

Plans, directs and co-ordinates operations of municipal police force or division or district of larger police force:

Assesses effectiveness of division or district and recommends changes in organization to superior. Ensures operations for the prevention and detection of crime are conducted efficiently and in accordance with laws and regulations. Resolves disciplinary problems or other areas of difficulty reported by subordinates. Assesses performance of subordinates and initiates promotions, transfers or disciplinary action. Assists in determining policy of police force as member of senior staff committee. Investigates complaints from public concerning members of police force. Approves expenditures for services and supplies and prepares annual budget for approval by superior. Submits reports to superior on matters relating to division operation. Commands operations personally in major investigations or emergencies.

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APT.											INT.			TEMP.				
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2	2	3	4	4	4	4	4	4	5	4	6	2	5	4	5	1	9	8

6112-114 DETACHMENT COMMANDER (gov. serv.)

Supervises and co-ordinates activities of uniformed and civilian personnel assigned to police detachment:

Commands subordinate officers and personnel on assigned duty and assumes responsibility for efficiency and discipline of personnel in assigned area. Supervises training of new members in performance of police duties. Directs investigation of criminal offences in area. Checks reports of subordinates, questions witnesses and suspects, lays charges and gives evidence in court when necessary. Assumes responsibility for safekeeping of money and valuables taken from suspects, lost or stolen

MAJOR GROUP 61

articles, and property held as evidence. Supervises searching of suspects by detachment personnel. Receives notification of calls and orders received over police communication systems. Prepares reports of detachment activity and maintains administrative, financial, police and personnel records. Makes recommendations regarding detachment operations and transfers or discipline of personnel. Approves requisitions for police and office equipment, and cleaning and maintenance supplies.

GED: 4 SVP: 8 PA: S 5 6 EC: I DPT: 1 3 8

APT.													INT.	TEMP.			
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														4	5	9	8

6112-118 DETECTIVE INSPECTOR (gov. serv.)

Directs and co-ordinates activities of police personnel who conduct investigations of suspected criminal activities, such as homicide, gambling, drug use and prostitution:

Assesses information regarding suspected criminal activity, and determines investigative priorities, appropriate course of action and manpower needs. Submits request for search warrant based on supporting evidence to judicial authorities, if required. Assigns duties and responsibilities to subordinate personnel. Assumes command of investigation at scene of crime, and directs subordinate personnel in collecting and photographing evidence, questioning witnesses and arresting and charging suspects. Prepares and presents evidence and documents in court, if necessary. Prepares and submits reports on crimes being investigated or final disposition of specific cases. Evaluates performance of subordinate personnel and recommends transfers. Conducts investigations into alleged misconduct of subordinate personnel, and makes recommendations to superior officers regarding discipline of personnel. Inspects equipment and firearms periodically to ensure efficient operation.

GED: 4 SVP: 8 PA: L 5 6 7 EC: I 6 DPT: 1 3 8

APT.													INT.	TEMP.			
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														4	5	8	9

6112-122 DEPUTY POLICE CHIEF (gov. serv.)

Supervises and co-ordinates activities of subordinate supervisors responsible for enforcement of laws and arrest of violators:

Studies daily police reports and assigns duties to units within jurisdiction. Inspects personnel, premises, records and equipment to ensure compliance with regulations of police force, and recommends remedial measures to superior, if warranted. Conducts investigations into alleged misconduct of subordinate personnel. Discusses measures with subordinates and superiors, to resolve internal problems and acts as intermediary in grievance procedures when required. Recommends hiring of eligible applicants and advises superior when promotion, transfer or discipline of subordinates is warranted. Notifies superior of major crimes or disturbances within jurisdiction, discusses aspects of case with subordinates, and co-ordinates force's response. Studies training techniques and instructs subordinate supervisors in administrative and operational methods. Assists in preparation of annual budget and in determining policy, and reviews correspondence. Assumes command of police force, district or division in absence of 6112-110 POLICE CHIEF (gov. serv.)

GED: 4 SVP: 8 PA: S 5 6 7 EC: I 6 DPT: 1 3 8

APT.													INT.	TEMP.			
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														4	5	9	8

6112-126 POLICE INSPECTOR, HEADQUARTERS (gov. serv.)

Supervises and co-ordinates activities of personnel engaged in providing services in police department, such as guarding prisoners, operating communications' systems, training, and keeping records:

Trains and assigns personnel in receiving complaints, emergency and other calls, dispatching radio units and relaying messages and instructions during investigations. Ensures guards perform duties according to regulations and procedures. Inspects and supervises maintenance of vehicles and buildings. Recommends building and equipment repairs to superior. Inspects jail to ensure conformance to regulations. Authorizes requisitions for supplies. Ensures police records are properly processed and filed.

GED: 4 SVP: 8 PA: S 5 6 7 EC: I DPT: 1 3 8

APT.													INT.	TEMP.		
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														4	5	9

6112-130 TRAFFIC INSPECTOR (gov. serv.)

Supervises and co-ordinates activities of police officers responsible for enforcing traffic laws within assigned area:

Analyzes traffic and accident reports, and evaluates information on weather conditions, construction projects or other factors likely to affect traffic flow. Initiates and implements traffic safety programs and road block systems, and develops plans to resolve traffic problems. Co-ordinates investigation of serious accidents, in person or using two-way radio, and allocates additional police strength if necessary. Ensures proper charges are laid against suspected traffic violators. Attends court to assess performance of police personnel acting as witnesses. Ensures that radar sets and speedometers are periodically calibrated, and directs subordinates to inspect equipment and vehicles to ensure safe and efficient operation. Advises and assists in training personnel in methods of traffic control and accident investigation procedures. Investigates complaints from members of public concerning police conduct or traffic hazards. Supplies news media with traffic information, and maintains good public relations with community groups. Prepares and recommends annual budget for traffic unit, if required.

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6112-134 STAFF INSPECTOR, POLICE (gov. serv.)

Inspects police personnel, premises, equipment, vehicles and records at district or subdivision headquarters, detachments, sections and units in assigned area.

Explains general orders, special messages and decisions of superiors to personnel, and informs them of changes in regulations and policies.

Gives advice and guidance on evidence, law and new procedures and techniques of police work. Prepares reports concerning discipline, conduct, efficiency and daily police activities. Investigates claims of inefficiency or neglect of duty against members of police force, and if true, files charges and prosecutes them in court. Conducts special investigations as instructed by superiors. Destroys exhibits in accordance with law or on completion of court procedures. Interviews personnel regarding career aspirations, counsels members on personal matters, and recommends merit awards for subordinates. Supervises and co-ordinates training courses for personnel. Recommends disciplinary action or changes in rules, methods and personnel utilization. Takes command of personnel during emergencies such as major investigations, riots, manhunts and serious fires.

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6112-136 COMMUNITY RELATIONS OFFICER (gov. serv.)

Develops programs on law enforcement, crime prevention and traffic safety to inform public and train police personnel:
Prepares and studies statistical records of crimes and accidents within jurisdiction to determine crime trends and safety needs of community. Develops crime prevention and educational programs to deal with community problems, and submits programs to superiors for approval. Prepares safety pamphlets and displays. Contacts news organizations, school boards, community groups and private organizations to arrange speaking engagements. Speaks to school children and adult groups to create awareness of traffic safety rules and methods of law enforcement and crime prevention. Operates film projector and distributes literature to supplement lectures, as required. Inspects homes and businesses to advise occupants of safety hazards or inadequate locks, and recommends installation of alarms or other security devices. Prepares newsletters to inform members of police force of criminal trends and results of public information programs. Trains police officers in methods of crime prevention and law enforcement, and encourages them to establish good public relations. Trains, inspects and supervises volunteer school safety patrols, when required. Investigates complaints involving juveniles, testifies in juvenile court and enforces penalties imposed on juvenile offenders, as required. Develops recruitment programs and evaluates personnel eligible for promotion, as required. Attends seminars and conferences to discuss and evaluate methods and programs.

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6112-138 STATION-DUTY OFFICER (gov. serv.)

Supervises and co-ordinates activities of shift personnel at police station:
Checks to ensure that personnel are dressed and equipped according to regulations. Assigns duties to patrol personnel, and informs them of department orders, unusual occurrences, stolen property or missing persons. Ensures that radio, telephone, teletype and information-computer terminals are manned at all times. Ensures that prisoners are thoroughly searched when brought into station, regularly observed in

cells, and that they receive medical attention when needed. Tags and stores articles turned into station or confiscated from prisoners. Arranges for prisoners to be escorted to court or released in accordance with established procedures. Conducts initial investigation into allegations by members of public of police misconduct or neglect of duty. Informs superior officers of major accidents and serious crimes. Checks logbooks and records kept by station personnel and patrol officers to ensure proper recording of information. Writes reports and verbally informs relieving duty officer of incidents during shift, complaints received and investigations made.

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6112-140 POLICE OFFICER, CANINE SQUAD (gov. serv.)

Trains dogs to track and detect missing persons, drugs and explosives, and co-ordinates and participates in tracking operations:
Evaluates intelligence, temperament, strength and appearance of dog to determine training potential. Feeds, grooms and exercises dog and promotes friendship and obedience. Teaches dog to obey hand signals and verbal commands, and to follow a scent, attack on command, and detect and signal presence of drugs or explosives. Examines scene of crime or terrain of area to be searched to determine search pattern. Gives garment or other article belonging to missing person to dog to obtain scent. Releases dog to follow scent, and gives dog verbal or hand signal to corner or attack hidden or threatening persons, when required. Controls dog during searches for concealed drugs or explosives, and observes dog's behaviour to detect signs of discovery. Arrests suspected criminals. Lectures to community groups or other organizations to inform them of methods and techniques of training and using dogs for law enforcement. Prepares reports on operations and maintains administrative and financial records. Controls crowd or mob, using dog as required. Provides other police units with services of dog, when required.

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6112-142 IDENTIFICATION OFFICER (gov. serv.)

Examines scenes of crime to secure evidence for comparison and identification, and to record crime scenes for investigational purposes:
Examines and secures measurements, fingerprints, tire, tool and footprint impressions, hair, fibre, blood, ballistics and other evidence, using fingerprinting equipment, plastercasting and other techniques, for examination by crime detection laboratory. Photographs fingerprints, plastercast impressions, and scenes of crimes or accidents to prepare photographic record of evidence for investigational, court or record purposes. Develops, prints and enlarges negatives, using dark-room equipment. Prepares scale drawings from measurements taken at scene of crime, using drafting equipment. Demonstrates techniques and assigns duties to subordinates. Prepares records of cases investigated and fingerprints taken and classified. Attends court to submit evidence, such as exhibits, drawings, photographs and physical comparisons. Advises police regarding preservation of scene of crime and

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care and handling of exhibits. Photographs prisoners and police members for record purposes.

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6112-146 DETECTIVE (gov. serv.)

Investigates crimes such as homicide, robbery, and illegal sale of narcotics and liquor, to solve crimes and arrest persons suspected of having contravened the law:

Investigates facts of particular case of known or suspected criminals to detect clues or planned criminal activity. Frequents known haunts of criminals and becomes familiar with their habits, associates, aliases and characteristics. Records and reports such information, including information regarding planned or committed crimes. Conducts authorized visual or electronic surveillance of suspected criminals. Investigates circumstances of crime, and questions and takes statements from witnesses and suspects. Reports progress of investigation to superior. Participates in raid and examines scene of crime to arrest suspects, obtain clues, and gather or protect evidence. Arrests or assists in arrest of criminals. Prepares assigned cases for court and gives evidence. Safeguards drugs, if required. Lectures and trains personnel in drug law enforcement, as required.

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APT.	INT.	TEMP.
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6112-148 SCUBA SPECIALIST, POLICE (gov. serv.)

Trains volunteer police diving team and co-ordinates and participates in underwater diving operations:

Performs duties described in definition for Unit Group 6112 — Police Officers and Detectives, Government. Instructs police officers in underwater search and recovery methods, diving techniques, safety measures and proper use of such equipment as regulators, metal detectors, communication systems and directional devices. Inspects and tests diving equipment to ensure proper maintenance. Co-ordinates training dives by team members. Dons mask, flippers and self-contained air supply, and insulated suit if necessary, or diving suit with airline extending to surface. Swims from boat, dock or shore to diving site. Co-ordinates and leads underwater searches to locate and recover drowned persons or weapons, vehicles or other sunken objects. Photographs objects discovered, using still camera in underwater housing. Picks up lightweight objects and carries them to surface. Fastens lines or chains around heavy objects and attaches to lowered hook. Jerks signal line or uses telephone to communicate with surface. Prepares and evaluates records of operational performance and medical history of team members. Writes regular reports on underwater recovery methods, details of operations and expenditures. Advises and maintains close liaison with local authorities involved in water safety and underwater operations. Attends meetings to become aware of current developments in field. Lectures to groups interested in water and diving safety. Prepares and presents evidence and testifies in court, when required.

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6112-150 PATROL OFFICER, TRAFFIC (gov. serv.)

Patrols public highways within assigned area, in radio-equipped motor vehicle to enforce Federal, Provincial and Municipal laws and regulations, and investigate motor vehicle accidents:

Activates radar device to determine speed of vehicles and signals drivers exceeding speed limit to stop. Arrests or warns persons guilty of violating laws and safe driving practices. Keeps alert for stolen vehicles and arrests drivers where ownership is not proven. Provides road information and assistance to motorists. Directs activities in accident or disaster area, rendering first aid and restoring traffic to normal. Investigates conditions and causes of accidents and reports road hazards to authorities to eliminate danger to other persons. Takes statements from law violators, witnesses and other persons. Sketches scene of accident or crime and takes measurements in connection with investigation. Gathers and safeguards personal property of accident victims. Arranges for ambulance and tow trucks to remove injured persons and vehicles from accident scene. Directs traffic in congested areas and serves as escort for funeral processions, military convoys and parades. Attends court to give evidence in traffic and criminal cases. Compiles and submits reports to superior, covering investigations, warnings, prosecutions and other activities. Assists other law enforcement officers in investigations. Communicates with police at base stations and in other vehicles, using two-way radio system. Photographs crime or accident scene to aid investigation, as required. Attends autopsies and post mortems to ascertain causes of deaths, as required.

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APT.	INT.	TEMP.
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6112-152 POLICE OFFICER, MOUNTED UNIT (gov. serv.)

Cares for horse and patrols assigned area on horseback to maintain public order, enforce laws and arrest violators:

Performs duties similar to those of 6112-158 POLICE OFFICER (gov. serv.) and performs the following duties related to mounted patrol of parks and other areas. Cleans refuse from horse stall, using fork, shovel and broom. Spreads fresh bedding, such as straw or shavings, over floor. Feeds, waters and exercises horse daily. Grooms horse with soap and water, curry comb and brushes, and cleans and waxes saddle, using soap, water and wax. Examines horse to detect disease or injury, and reports observations to superiors. Saddles horse and patrols assigned area. Participates in special events, such as parades or exhibitions.

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6112-154 HARBOUR POLICE OFFICER (gov. serv.)

Patrols assigned area of Federal or Municipal harbour to enforce laws and provide assistance during emergencies:

Operates or rides in power boat to patrol harbour area, watching for navigation hazards, unsafe or illegal boat operation and accidents. Reports hazards such as faulty navigation aids or lights to authorities, and warns boaters verbally or using two-way radio. Stops boats, checks for illegal operation, boat or operator licence irregularity, or inadequate safety equipment, and issues summonses when necessary. Tows or provides fuel to drifting boats and gives other emergency assistance, such as extinguishing small fires. Rescues drowning persons and accident victims and administers first aid or artificial respiration, if needed. Searches for missing persons and recovers drowned bodies, using dragging equipment. Questions witnesses and victims and gathers physical evidence during investigation of accidents or crimes. Patrols waterfront areas on foot or in radio-equipped car to check storage sheds and other buildings for fire hazards and signs of illegal entry, theft or vandalism. Stops and questions suspicious persons, and arrests suspected criminals. Compiles daily report of summonses issued and investigations and arrests made. Attends court to give evidence as witness, when required. Co-operates with members of other police forces to investigate crimes, such as smuggling or illegal immigration.

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6112-158 POLICE OFFICER (gov. serv.)

Patrols assigned area to maintain public order, enforce Federal, Provincial and Municipal laws and arrest violators:

Familiarizes self with residents, businesses and streets of assigned patrol area. Patrols assigned area on foot or drives radio-equipped car or public wagon to check security of doors and windows of buildings, and watch for unusual activity, maintaining radio contact with headquarters. Patrols lakes and waterways in boat to check boat registrations, life-saving equipment and enforces safety regulations. Checks licensed establishments periodically to ensure compliance with law. Stops suspicious persons or vehicles and checks identity with central computer records, using two-way radio. Issues tickets for parking or traffic violations. Responds to citizen complaints or radio instructions and proceeds to scene of disturbance, accident or crime. Mediates in domestic quarrels and other disputes affecting public peace. Administers first aid to accident or crime victims, and radios or telephones for ambulance, fire department or police assistance, if required. Directs and reroutes traffic at congested areas or scene of parades, disturbances or accidents. Secures and protects evidence at scene of crime or accident and questions witnesses. Detains suspects by hand or using handcuffs or weapons. Arrests and searches suspected criminals for concealed weapons, stolen goods or drugs. Transports arrested persons to jail in police car or wagon, watching persons for destructive behaviour. Searches vehicle after delivery to detect weapons, valuables or drugs hidden by prisoner during transit. Gives evidence and testifies in court. Compiles and forwards daily activity and crime investigation reports to superior. Investigates, reports and detains persons entering country illegally. Specializes in particular aspect of police service, such as traffic analysis, special security or juvenile work, as required. Tests persons suspected of impaired driving, using breathalyzer equipment, as required.

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6112-160 SECURITY OFFICER (gov. serv.)

Provides physical protection to federal cabinet ministers, representatives of foreign governments, senior officials and other designated individuals at residences, during travel and while appearing in public: Patrols buildings and grounds of assigned area, on foot or in vehicle, to watch for fire and criminal activities, such as sabotage, theft and vandalism. Checks identity and intentions of suspicious persons encountered in security zone, and detains them if necessary. Informs police headquarters of intended movements of person designated for escort. Guards designated officials during travel and while appearing in public, as required. Co-operates with private guards and other security personnel. Performs other duties similar to those of 6112-158 POLICE OFFICER (gov. serv.), as required.

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6112-170 POLICE CADET (gov. serv.)

Records information, delivers messages and performs other routine duties for members of police force while receiving instruction in law enforcement methods:

Interviews accident witnesses to confirm information and prepare accident reports. Telephones hospitals or individuals to obtain current information on status of accident victims, missing persons and others. Prepares crime bulletins listing persons and property to be located. Maintains report forms and filing system, and keeps police records in registry. Delivers messages between police offices and serves summonses, when required. Attends lectures and police training classes. Answers telephone and gives directions to callers, as required. Acts as witness during interrogation of prisoners and recording of witnesses' statements, if required. Patrols assigned area as required, and issues violation tickets to owners of illegally parked vehicles.

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6112-174 PARKING-CONTROL OFFICER (gov. serv.)

Patrols assigned area of metered parking lot or section of city to enforce parking regulations:

Walks or drives motorcycle or other vehicle and checks each meter to ensure time has not expired. Chalks tires of vehicle parked in unmetered space, notes time and returns at specified intervals to check on illegally parked vehicles. Writes time, date, location, vehicle license number and type of offence on ticket, and places copy of ticket under windshield wiper of vehicle. Calls on two-way radio for tow truck to remove abandoned vehicles and vehicles parked in tow zone or snow removal area, as required. Surrenders ticket book to superiors at end of shift for processing of violation records. Appears in court to give evidence, if required.

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GED: 2 SVP: 2 PA: L 4 7 8 EC: O DPT: 5 8 3

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6112-199 POLICE OFFICERS AND DETECTIVES, GOVERNMENT, N.E.C.

This group includes occupations, not elsewhere classified, concerned with providing protection and help in case of crime and accidents, and related occupations not presently classified in Unit Group 6112.

6113-POLICE AGENTS AND INVESTIGATORS, PRIVATE

This unit group includes occupations concerned with protecting private property against theft and malicious damage; maintaining order; investigating irregularities concerning fire, sabotage and intrusions; conducting private investigations; conducting polygraph examinations; and supervising and coordinating the activities of private police agents and investigators. Managers of private protective service establishments are classified in Unit Group 1142, SERVICES MANAGEMENT OCCUPATIONS.

6113-110 SUPERVISOR, POLICE AGENTS AND INVESTIGATORS, PRIVATE (bus. serv.)

Supervises and co-ordinates activities of private police agents and investigators engaged in protecting private property against theft, violence, infractions of rules or other irregularities and conducting private investigations on a fee basis:
Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.).

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6113-112 POLYGRAPH EXAMINER (bus. serv.; gov. serv.)

Conducts polygraph examinations to aid in criminal investigations and intelligence gathering:
Examines case and interviews test subject to assess suitability for polygraph examination. Selects location and makes arrangements for polygraph test. Discusses case with subject to establish subject's knowledge of and involvement in case. Plans and formulates test questions. Prepares, tests and makes necessary minor repairs to equipment. Establishes rapport with subject and explains procedures and interpretation of results to prepare subject psychologically. Attaches polygraph equipment to subject, makes necessary adjustments and activates machine. Questions subject according to established procedures to obtain polygraph record. Analyzes, interprets and evaluates data to substantiate subject's statements. Interrogates subject found to be lying to obtain additional information. Compiles and files results of polygraph test. Writes reports detailing professional opinion of test

results for investigator or client. Prepares evidence for hearings and court cases. Estimates requirements and requisitions polygraph equipment supplies. Gives lectures on polygraphy.

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6113-114 PRIVATE INVESTIGATOR (bus. serv.)

Conducts private investigations to obtain confidential information, locate missing persons and investigate crimes:
Follows persons under investigations to observe movements and habits. Contacts law enforcement agencies, employers and other sources to obtain information concerning individuals under investigation. Locates witnesses and individuals being investigated and obtains statements. Examines scene of crime, when assigned to criminal cases, to obtain evidence. Works undercover, when required, to gather information and implicate suspects. Prepares reports for supervisor and client on progress of investigations. Takes and develops photographs for use in investigations.

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6113-118 SPECIAL AGENT, RAILWAY (bus. serv.)

Investigates theft or other crimes on railway property:
Investigates reports of crimes, and interviews company personnel and others to gather information concerning offences. Co-operates with local law enforcement agencies to secure additional clues. Apprehends suspects and evicts them from property or places them in custody of police. Guards shipments of valuables in transit. Prepares reports of findings of investigations and gives evidence in court.

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6113-122 INVESTIGATOR, BUSINESS ESTABLISHMENT (bus. serv.)

Detects and investigates shoplifting, fraud and other unlawful acts of employees or patrons of business establishments:
Talks with employees to gain their friendship and confidence. Observes daily routine of employees and customers to detect unlawful acts and unusual occurrences. Performs duties of regular employees, such as selling, stock checking or truck driving, depending on assignment and experience. Conducts investigations on own initiative or at request of employer and co-operates with police as necessary. Apprehends and detains suspects until arrival of police. Questions suspects to secure evidence and obtain statement. Examines and retains property or evidence until case comes to trial, or returns property to correct department. Gives evidence in court. Prepares reports of investigations for authorities. Performs other duties, such as checking alarm systems,

spot-checking employees' parcels and interviewing bank personnel regarding fraudulent cheques.

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6113-126 ALARM INVESTIGATOR (bus. serv.)

Investigates source of alarm and trouble signals on subscriber's premises as recorded in central station of electrical-protective-signalling system:

Drives radio-equipped car to subscriber's establishment and locates source of alarm. Investigates disturbances such as unlawful intrusion, fires and property damage. Telephones or uses two-way radio to report irregularities to supervisor or dispatcher, to request support of police or fire departments and to receive further instructions. Apprehends unauthorized persons found on property and releases them to custody of police. Resets, adjusts and makes minor repairs to subscriber's signalling equipment to restore service. Prepares investigation reports. Discusses services with owners of establishments and investigating agency.

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6113-130 POLICE CONSTABLE, RAILWAY (bus. serv.)

Guards, patrols and polices railway yards, stations and other railway facilities and property:

Patrols entrance of unauthorized areas and examines credentials of persons desiring entrance. Drives car or patrols railway yards on foot to apprehend unauthorized persons and remove them from yard. Co-operates with local law enforcement agencies in apprehending trespassers or thieves. Patrols station or terminal to maintain order. Interviews witnesses at scene of trouble. Gives evidence in court. Guards railway property against trespassers and thieves at derailments and train wrecks. Patrols right-of-way to prevent vandalism and other crimes on company property. Writes reports on daily activities and unusual occurrences.

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6113-134 SHOPPING INVESTIGATOR (bus. serv.)

Shops in commercial, retail and service establishments to investigate integrity of sales and service personnel and to evaluate sales techniques and services rendered customers:

Reviews establishment's policies and standards to ascertain employee performance requirements. Buys merchandise, orders food or utilizes services to evaluate sales technique and courtesy of employee. Observes employee during sales transaction to detect irregularities in

listing or calling prices, itemizing merchandise or handling cash. Returns purchases to department conducting investigation. Writes report of investigations for each establishment visited.

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6113-138 HOUSE DETECTIVE (bus. serv.)

Preserves order, and ensures safety of patrons, employees and property in establishments such as hotels and motels:

Patrols lobbies, corridors and rest rooms, and circulates among patrons to ensure compliance with rules pertaining to dress, behaviour, sobriety and other establishment regulations. Informs management of presence of questionable persons. Confers with management, interviews patrons and employees, and interrogates persons to detect infractions and investigate disturbances, complaints and accidents. Obtains assistance for accident victims and prepares accident reports. Inspects premises for fire and security hazards and reports them to supervisor or management. Calls police if unable to control disturbances or evict unruly persons.

GED: 3 SVP: 3 PA: L 6 7 EC: I DPT: 6 6 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	5	4	4	4	4	5	2	5 8	

6113-199 POLICE AGENTS AND INVESTIGATORS, PRIVATE, N.E.C.

This group includes occupations, not elsewhere classified, concerned with providing protection and help in case of fire, crime and accidents, and related occupations not presently classified in Unit Group 6113.

6115-GUARDS AND RELATED SECURITY OCCUPATIONS

This unit group includes occupations concerned with guarding railroad crossings to warn motorists and pedestrians of approaching trains; protecting property from fire, theft and illegal entry; ensuring safety of people and property; guarding, disciplining and maintaining custody of prisoners in jails, reformatories and penitentiaries; and supervising and co-ordinating the activities of guards and security officers. Prison Wardens are classified in Unit Group 1113, GOVERNMENT ADMINISTRATORS.

6115-110 SUPERVISOR, CORRECTIONAL OFFICERS (gov. serv.)

Supervises and co-ordinates activities of correctional officers engaged in guarding and maintaining custody of inmates of jails, reformatories or penitentiaries:

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Performs duties as described under master title 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.). Ensures correctional personnel attend to needs of inmates and maintain discipline among them in accordance with established rules and regulations.

GED: 4 SVP: 7 PA: S 5 6 EC: I 6 DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 4 4 4 4 4 4 5 5	2 5	4 5 0 8

6115-114 SECURITY GUARD, CHIEF (any ind.)

Supervises and co-ordinates activities of guard force of industrial, commercial or other establishments:

Performs duties as described under master title 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.). Directs activities of subordinates during fires, storms and other emergencies. Inspects or directs inspection of premises to test alarm systems, detect safety hazards and ensure safety equipment is serviceable. Co-operates with police, fire and civil defence authorities in problems affecting establishment. Communicates with establishment personnel, using radio system. Issues keys for offices and buildings to authorized personnel and keeps record of keys issued.

GED: 3 SVP: 5 PA: S 5 6 EC: I 6 DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 4 4 4 4 4 4 4 5	2 5	4 5 0 8

6115-122 ARMoured-CAR GUARD (bank. & finance; bus. serv.)

Guards armoured car en route to business establishments to pick up or deliver money and valuables:

Collects money and valuables from establishments on pre-determined route and deposits in armoured car. Guards money and valuables in transit to prevent theft. Records number of items received or delivered, contents of packages, and time of transaction on daily guide sheet. Deposits moneybags, receipts, daily guide sheet, change box and money with cashiering department at end of shift.

GED: 3 SVP: 4 PA: M 4 7 EC: B 6 DPT: 6 8 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 4 4 4 <u>4</u> 4 <u>3</u> 4 <u>4</u> 4 5	1 3	2 8

6115-130 CORRECTIONAL OFFICER (gov. serv.)

Guards inmates in penal institutions:

Searches prisoners and cells for weapons, valuables, drugs or contraband articles, and locks prisoners in cell. Observes conduct and behaviour of prisoners to prevent disturbances and escapes. Inspects security of locks, window-bars, grills, doors and gates. Supervises prisoners during work assignments, recreation periods, sports and meals. Serves meals to prisoners confined to cells. Patrols assigned areas, and reports to superior or other workers any infraction of rules, unsatisfactory attitudes or adjustment problems of prisoners. Renders first aid, and administers medication as directed by physician. Requisitions clothing, toilet articles, reading material or other items for prisoners. Gives

directions to visitors and records their identity. Guards prisoners in transit between jail and courtroom, penitentiary or other destination. Prepares arrest, admission or other reports, as required.

GED: 3 SVP: 4 PA: L 4 5 6 7 EC: I 6 DPT: 6 6 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 4 4 4 <u>3</u> 5 <u>4</u> 4 <u>4</u> 4 5	2 3	5 8

6115-131 AIR COURIER GUARD (bus. serv.)

Guards valuables shipped by air:

Oversees packing and sealing of valuables such as money and securities into bags at vault, and signs receipt for shipment. Observes loading of bags from vault into armoured car, and rides in armoured car to airport. Guards shipment while being loaded into cargo hold of aircraft, until hatches are closed. Boards aircraft after all passengers have boarded to ensure shipment is not tampered with. Shows credentials to plane crew and disembarks from plane before other passengers upon arrival at destination. Verifies presence of entire shipment in hold. Guards shipment while being unloaded from aircraft and transferred to armoured car. Obtains receipt from armoured car crew.

GED: 3 SVP: 3 PA: L 7 EC: B 5 6 DPT: 6 8 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 4 4 4 <u>4</u> 4 <u>3</u> 4 <u>4</u> 5 5	1 3	2 3 8

6115-132 ARMoured-CAR DRIVER (bus. serv.)

Drives and guards armoured car containing money and other valuables:

Inspects armoured car to ensure proper functioning, and reports irregularities to superior. Obtains and services handgun to be worn on duty. Obtains daily guide sheet listing pick-ups and deliveries. Locks doors to limit access to armoured car to authorized persons. Drives armoured car along designated route to business establishments. Parks armoured car so that view of area between armoured car and customer's premise is unobstructed. Remains in armoured car during deliveries and pick-ups, and inspects surroundings constantly to detect suspicious activities, hazards and obstructions. Signals condition of area to guards and messengers. Records times of arrival, departure and checkpoints passed. Maintains communications with main depot and drivers of other armoured cars, using two-way radio. Activates alarm systems and fires handgun for self-defense in emergencies, as required.

GED: 3 SVP: 3 PA: L 4 5 6 7 8 EC: I DPT: 6 6 3

APT.	INT.	TEMP.
G V N S P Q K F M E C		
3 4 4 <u>3</u> <u>4</u> <u>3</u> <u>3</u> 4 <u>3</u> <u>3</u> 4	3 1	2 8

6115-133 PRE-BOARDING SECURITY GUARD (bus. serv.)

Checks passengers and hand luggage before boarding airliners to detect concealed weapons and explosives:

Requests waiting passengers to surrender hand luggage for examination. Places luggage under metal frame to ensure it does not exceed size of space beneath seats in plane. Places luggage on conveyor which

moves luggage through scanner. Watches scanner screen to view interior of luggage and observe metal objects. Opens luggage to remove weapons or dangerous articles detected on scanner screen. Instructs passengers to step through magnetometer structure which detects and signals presence of metals. Moves hand-held magnetometer up and down length of passenger's body to detect metal objects. Orders passengers to identify concealed metal objects or produce them for inspection. Telephones or uses signal to alert police if illegal objects are discovered or passenger is uncooperative.

GED: 2 SVP: 2 PA: M 4 5 7 EC: I DPT: 6 6 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 <u>4</u> <u>4</u> 5 <u>4</u> <u>4</u> <u>4</u> 5 5	3 2	2 8

6115-134 GATE ATTENDANT (bus. serv.)

Guards entrance of industrial plant, warehouse, shipyard or other property:

Opens gate or door to allow entrance or exit of employees, truckers and authorized visitors. Issues passes to visitors on instructions from superiors. Directs visitors and truckers to various parts of grounds or buildings. Inspects outgoing traffic to prevent unauthorized removal of company property or products. Records number of trucks or other carriers entering and leaving premises. Requests employees to show permits for tools or materials to be taken from premises. Oversees use of time clocks for recording arrival and departure of employees, and requests visitors to sign entrance record. Halts road traffic when train approaches entrance crossing. Tours premises to check for fire and presence of unauthorized personnel. Turns building lights on and off. Delivers messages and mail to establishment personnel. Telephones or radios supervisors, police, ambulance or fire department in emergencies.

GED: 2 SVP: 3 PA: L 4 5 6 7 EC: B DPT: 6 6 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 <u>4</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u> 4 5	3 2	2 8

6115-138 SECURITY GUARD (any ind.)

Guards industrial, commercial or other property against fire, theft, vandalism and illegal entry:

Patrols assigned area of building, property or construction site at predetermined intervals. Telephones superior or punches clock at designated stations of establishment to record time of inspection rounds. Observes or examines doors, windows, gates, equipment and machinery, to ensure they are properly secured and have not been tampered with. Watches for and reports to superior any irregularities, such as fire hazards, malfunction of machine or equipment, interruption of utility services, leaking water pipes and security doors left unlocked. Sounds alarm, or telephones or radios supervisor, fire department or police force in case of fire or presence of unauthorized persons. Permits authorized persons to enter property, and records time of entry and departure. Observes personnel and patrons of establishment to guard against violations, such as theft of company property, smoking or loitering. Maintains order, enforces regulations, investigates complaints and gives directions. Checks burglar alarm and fire-extinguisher-sprinkler systems to ensure they are set to operate. Escorts designated persons to protect them from assault. Escorts valuable

shipments in road convoy. Guards deportees, if required, to prevent escape.

GED: 2 SVP: 3 PA: L 2 5 6 7 EC: B 6 DPT: 6 6 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 <u>4</u> 5 <u>4</u> 4 4 4 5	3 2	2 8

6115-142 DETENTION ATTENDANT (gov. serv.)

Guards and cares for persons detained at police station or detention room pending hearing or transfer:

Searches prisoners for weapons, drugs or other harmful articles, if required. Watches prisoners to prevent destructive behaviour. Cares for prisoners who are sick or intoxicated. Guards prisoners during their hospitalization. Accompanies prisoners to court, if required, and stays with them until their case is disposed of. Assumes responsibility for sanitation of dormitory and cells of detention room.

GED: 2 SVP: 2 PA: L 5 6 7 EC: I 6 DPT: 6 6 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 5 <u>4</u> 4 <u>4</u> 4 5	2 3	5 8

6115-146 CROSSING ATTENDANT (rail trans.)

Guards railway crossing to warn motorists and pedestrians of approaching trains:

Consults train schedules, and watches and listens for approaching trains. Activates switch to lower electrically controlled crossing gate, or waves stop sign or lantern to prevent motorists or pedestrians from crossing tracks until train passes. Raises gate or uses sign or lantern to signal when crossing is clear. Operates one or more crossing gates simultaneously from watch-tower, when required. Telephones office to report damage to signals or other irregularities.

GED: 2 SVP: 2 PA: L 6 7 EC: B 5 DPT: 6 6 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 <u>4</u> 4 5 4 4 <u>4</u> 5 4	1 3	2 3

6115-150 SCHOOL-CROSSING GUARD (gov. serv.)

Controls traffic at street crossings when children are going to or coming from school to prevent traffic accidents:

Directs actions of children and traffic at street intersections to ensure safe crossing, using hand signals and hand-held stop sign. Speaks to children regarding safety regulations. Records vehicle license numbers of motorists disregarding traffic signals and reports them to police.

GED: 2 SVP: 2 PA: L 5 6 7 EC: O DPT: 6 6 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 <u>4</u> 4 5 4 4 4 5 4	3 2 1	2 3

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6115-199 GUARDS AND RELATED SECURITY OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with providing protection and help in case of fire, crime and accidents, and related occupations not presently classified in Unit Group 6115.

6116-COMMISSIONED OFFICERS, ARMED FORCES

This unit group includes occupations of commissioned officers of the Armed Forces concerned with preserving the peace by supporting collective defence measures to deter military aggression; providing for the surveillance and protection of Canadian territory, air space and coastal waters; and providing aid to civil authorities as requested in situations such as civil disorder, natural disaster, or other emergencies. This unit group is designed specifically for Census purposes, and does not include individual occupational definitions.

6117-OTHER RANKS, ARMED FORCES

This unit group includes occupations of other ranks of the Armed Forces concerned with preserving the peace by supporting collective defence measures to deter military aggression; providing for the surveillance and protection of Canadian territory, air space and coastal waters; and providing aid to civil authorities as requested in situations such as civil disorder, natural disaster, or other emergencies. This unit group is designed specifically for Census purposes, and does not include individual occupational definitions.

6119-OTHER PROTECTIVE SERVICE OCCUPATIONS

This unit group includes other occupations concerned with providing protective services, such as enforcing fish and game regulations; providing lifeguard services at swimming areas; performing attendant duties at federal and provincial parks; patrolling ski trails and slopes; capturing and impounding unlicensed dogs; and detecting and predicting avalanche developments.

6119-110 CONSERVATION OFFICER (gov. serv.)

Patrols assigned area to prevent game and natural resource law violations, investigate reports of damage to crops and property by wildlife, and compile biological data:

Walks or operates car, truck, boat or airplane to patrol area to observe persons engaged in taking fish and game and to ensure methods and equipment used are lawful. Inspects commercial lumbering and fishing operations to ensure conformance to provincial and federal conservation laws. Investigates hunting accidents and reports of fish and game violations, and prepares report of findings. Serves summonses, and prepares and presents evidence in court. Seizes equipment used in fish and game violations and arranges for disposition of fish and game illegally taken or possessed. Collects and reports information on condition of fish and wildlife in their habitat, availability of game food and

cover, changes in flow pattern and suspected pollution of waterways. Speaks to school and civic groups to disseminate information and promote public relations. Issues licences, collects trapping fees and compiles accounts. Organizes or assists in search, rescue and fire-fighting operations.

GED: 4 SVP: 6 PA: L 7 EC: O DPT: 2 6 3

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>3</u>	3	4	4	4	4	4	4	<u>4</u>	4			6 2	5 9 0 Y

6119-112 SNOW CONTROLLER (construction; gov. serv.)

Observes snow conditions and studies data to detect and predict avalanche developments:

Patrols potential avalanche areas on skis, snowshoes or in motor vehicle. Sets up meteorological equipment and records daily readings. Studies weather reports and meteorological records. Measures and compiles terrain factors, using surveying equipment. Examines aerial photographs to evaluate avalanche potential. Observes and records avalanche activities in highway and ski areas. Place barricades and warning signs in ski areas, and notifies maintenance crews to close highways and railway lines. Skis over surface of small avalanche to disperse it or to determine potential and extent of large snow slide. Employs or arranges for use of explosives or artillery to disperse avalanches in a controlled manner. Organizes avalanche rescue teams and instructs and assists teams in use of rescue equipment and techniques. Notifies snow removal crew of areas needing snow removal. Repairs field equipment. Telephones for supplies.

GED: 3 SVP: 7 PA: H 2 4 7 EC: O 6 DPT: 2 8 0

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	3	<u>3</u>	<u>3</u>	4	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	4			7 9 1	8 6 0 Y

6119-114 LIFEGUARD (amuse. & rec.)

Patrols beaches and swimming pools to prevent accidents and to rescue individuals in danger of drowning:

Cautions swimmers, surfers and skin-divers about unsafe areas and water conditions, using public-address system or siren. Erects flags, buoys or warning signs. Patrols assigned area on foot or using vehicle or boat; or monitors activities from observation tower to maintain order in swimming area. Swims or operates boat to reach individuals in danger of drowning. Throws paddle board, buoy or rope to rescue drowning person. Administers mouth-to-mouth, prone-pressure or mechanical resuscitation. Tests and adjusts chlorine content and water temperature of swimming pool. Cleans pool filters and water, using scoop and water vacuum. Mops, brushes and vacuums floor and sides of pool and removes litter from pool and surrounding area. Gives first aid to injured persons. Prepares reports of patrol activities, number of persons using beach, number of persons rescued, weather conditions and water temperature. Provides information on surfing, boating, water skiing and beach-fire regulations. Assists police in search for drowning victims.

GED: 3 SVP: 6 PA: M 4 6 7 EC: B 4 6 DPT: 6 6 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	4	<u>3</u>	4	<u>4</u>	4	<u>3</u>	<u>3</u>	5			4 3	5 8 9

6119-118 SKI PATROLLER (amuse. & rec.)

Patrols ski trails and slopes to provide assistance and protection to skiers and to report condition of ski areas:

Patrols assigned area on skis. Rescues injured skiers and renders first aid, or transfers them to ambulance, using toboggan. Notifies medical personnel of serious injuries and provides comfort to injured person. Ensures that skiers do not remain on slopes or trails at end of day or during inclement weather. Prepares first aid kits and toboggans for use on patrols. Transfers toboggan and first aid supplies to designated areas and returns them to ski-lodge at end of day, using ski-lift. Inspects ski-lifts and rope-tows and reports safety hazards. Completes accident reports.

GED: 3 SVP: 6 PA: H 2 4 7 EC: O 6 DPT: 6 6 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	5	<u>3</u>	<u>3</u>	4	<u>4</u>	4	<u>3</u>	<u>3</u>	5			4	5 9 8

6119-122 PARK ATTENDANT (gov. serv.)

Registers and provides services to visitors of federal and provincial parks:

Stops vehicles entering park and records number of passengers. Collects prescribed fees and issues entry, camping and fire permits. Directs visitors to parking and camping areas and advises them of services available and points of interest. Cautions visitors regarding fires, travel hazards, wild animals and domestic pets. Informs visitors of federal or provincial laws and regulations pertaining to area. Issues

maps, pamphlets and brochures pertaining to highways and parks. Records sale of permits and prepares bank deposits.

GED: 2 SVP: 2 PA: S EC: B DPT: 5 6 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	<u>4</u>	<u>4</u>	4	4	<u>4</u>	4	4	4	5	5			2 3	5 2

6119-124 DOG CATCHER (gov. serv.)

Patrols designated areas in truck to capture unlicensed, stray or uncontrolled dogs:

Investigates complaints of dogs biting, barking or running at large. Employs nets, tranquilizers or traps to capture dogs, and places captured dogs in cage of truck. Examines dog licences for validity and issues warnings or summonses to delinquent owners. Transports unlicensed dogs to pound. Removes animals from truck to shelter cage or other enclosure. Attends court to give evidence concerning violations.

GED: 2 SVP: 2 PA: M 3 4 EC: O 6 DPT: 6 6 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	<u>4</u>	4	4	<u>4</u>	4	<u>3</u>	<u>3</u>	4			2 3	2 3

6119-199 PROTECTIVE SERVICE OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with providing protective services, and related occupations not presently classified in Unit Group 6119.

612 – FOOD AND BEVERAGE PREPARATION AND RELATED SERVICE OCCUPATIONS

This minor group includes occupations concerned with providing food and beverage catering services; cooking and preparing food; mixing and dispensing alcoholic drinks; arranging dining accommodation; receiving clients; serving food and beverages; and performing other related activities. FOOD, BEVERAGE AND RELATED PROCESSING OCCUPATIONS are classified in Minor Group 821/822. Managers of large departmentalized food and beverage establishments are classified in Unit Group 1142, SERVICES MANAGEMENT OCCUPATIONS. FOOD AND BEVERAGE PREPARATION AND RELATED SERVICE OCCUPATIONS are classified in the following unit groups:

- 6120** Supervisors, Food and Beverage Preparation and Related Service Occupations
- 6121** Chefs and Cooks
- 6123** Bartenders
- 6125** Food and Beverage Serving Occupations
- 6129** Other Food and Beverage Preparation and Related Service Occupations

6120-SUPERVISORS, FOOD AND BEVERAGE PREPARATION AND RELATED SERVICE OCCUPATIONS

This unit group includes occupations as described under the

master titles, 01-180 MANAGING SUPERVISOR (any ind.) and 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.) concerned with providing food and beverage catering services on own or owner's behalf, or in partnership; supervising and co-ordinating the activities of workers engaged in

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preparing and serving food and beverages; and performing other related activities. Managers of large departmentalized food and beverage establishments are classified in Unit Group 1142, SERVICES MANAGEMENT OCCUPATIONS.

6120-110 MANAGING SUPERVISOR, DINING ESTABLISHMENT (cater. & lodg.)

Plans, organizes, directs and controls the operations of a dining establishment on own or owner's behalf or in partnership, to provide food and beverages for guests:

Performs duties as described under master title, 01-180 MANAGING SUPERVISOR (any ind.). Plans, organizes, co-ordinates and supervises activities of workers in restaurant, cafeteria, lunch counter, bar and other area of establishment. Confers with cooks or chef to plan menus. Plans and organizes banquets and other special functions. Ensures that dining room, kitchen and storage facilities are clean, pleasing in appearance and meet health regulations. Inspects food to ensure quality and portion control.

GED: 4 SVP: 8 PA: S 5 6 EC: I DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> 4 4 <u>3</u> 4 4 4 5 5	2 5	4 5 1

6120-114 MANAGING SUPERVISOR, FOOD CONCESSION (cater. & lodg.)

Plans, organizes, directs and controls the operations of a refreshment stand or other food concession at public gatherings, sports events, amusement parks or similar locations on own or owner's behalf or in partnership:

Performs duties as described under master title, 01-180 MANAGING SUPERVISOR (any ind.). Orders food and beverages according to anticipated demand. Assigns vendors to location or areas. Puts out tenders for new concessions, if required.

GED: 3 SVP: 7 PA: S 5 6 EC: I DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> 4 4 <u>3</u> 4 4 4 5 5	2 5	4 5 1

6120-118 SUPERVISOR, BARTENDERS (cater. & lodg.)

Supervises and co-ordinates activities of workers engaged in mixing and serving alcoholic drinks (Unit Group 6123):

Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/ WOMAN (any ind.).

GED: 3 SVP: 7 PA: S 5 6 EC: I DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>4</u> 4 4 4 4 4 4 5 5	2 5	4 5

6120-127 EXECUTIVE CHEF (cater. & lodg.)

Plans menus, estimates costs and supervises activities of Executive Sous-Chef, sous-chefs, chefs de partie, cooks and other workers engaged in preparing and cooking foods for consumption in hotels, restaurants, hospitals, clubs and similar establishments:

Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/ WOMAN (any ind.). Plans menus and advises chefs on size of portions or servings. Reviews labour and food costs and alters menu to stay within budget. Confers with customers regarding plans for special occasions, such as weddings, birthday parties and banquets. Arranges for equipment purchases and repairs. Meets with establishment management to discuss problems and future plans. Demonstrates special cooking techniques to staff chefs or at conventions and public meetings.

GED: 4 SVP: 8 PA: S 5 6 EC: I DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> 4 4 <u>4</u> 4 4 4 5 4	2 5	4 5 9

6120-128 EXECUTIVE SOUS-CHEF (cater. & lodg.)

Supervises and co-ordinates activities of sous-chefs, chefs de partie, cooks and other workers engaged in preparing and cooking food for consumption in hotels, restaurants and similar establishments:

Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/ WOMAN (any ind.). Meets with Executive Chef to report and discuss problems, to turn over records and requisitions, to receive instructions and to assist in planning of menu. Meets with sous-chefs to discuss problems and issue instructions. Tastes cooking to ensure proper flavour and texture. Demonstrates cooking techniques to cooking staff. Arranges for repair of equipment and performs other similar duties. Substitutes for Executive Chef or sous-chefs in their absence.

GED: 4 SVP: 8 PA: S 5 6 EC: I DPT: 1 3 8

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 4 4 4 <u>4</u> 3 3 3 5 4	2 5	4 5 9

6120-129 SOUS-CHEF (cater. & lodg.)

Supervises and co-ordinates activities of chefs, cooks and other kitchen workers engaged in preparing and cooking food for consumption in hotels, restaurants, hospitals, clubs and similar establishments:

Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/ WOMAN (any ind.). Ensures cleanliness of staff, dishes, utensils and work areas. Feels, tastes and examines food prepared and cooked by subordinates and suggests or makes necessary adjustments. Demonstrates new or unusual techniques of cooking, and operation of new equipment to subordinates. Attends staff meetings to discuss problems, offer recommendations and receive and issue instructions. Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.) when kitchen is unusually busy, or in absence of chef de partie.

GED: 4 SVP: 8 PA: L 4 5 6 EC: I DPT: 1 3 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 4 4 <u>4</u> 4 3 3 3 5 4	2 5	4 5 9

6120-130 FOOD SERVICES SUPERVISOR (cater. & lodg.)

Supervises, directs and co-ordinates activities of workers engaged in preparing, portioning and serving food in hospitals, cafeterias and similar establishments:

Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.). Directs and assists staff in performing duties such as preparing and portioning food, cleaning work area and utensils and operating cash register. Maintains records of stock, repairs, sales and wastage. Estimates and orders ingredients required for meal preparation in cafeterias or other fast-food establishments. Prepares food order summaries for chef according to requests of dieticians and patients in hospitals. Supervises and checks assembly of special and regular diet trays and delivery of food trolleys to and from hospital wards. Reports equipment and furniture damages and arranges for repairs.

GED: 4 SVP: 7 PA: L 4 5 6 EC: I DPT: 1 3 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>		2			4	5	

6120-132 BANQUET CAPTAIN (cater. & lodg.)

Supervises and co-ordinates activities of workers engaged in arranging and preparing tables and serving food and beverages at banquets:

Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.) to ensure efficient service. Meets with Banquet Chef and Banquet Manager or other supervisory staff to determine need and arrange for necessary serving staff and supplies such as tables, chairs and tableware. Ensures that tables, chairs, table settings and decorations are arranged according to patron's instructions. Compiles serving schedules. Instructs staff to serve wines, food courses and beverages at scheduled times during banquet proceedings. Attends to customer complaints or other problems involving guests or staff. Supervises cleaning of room and removal of furniture at conclusion of banquet. Tallies cash and receipts. Locks liquor and equipment cabinets.

GED: 3 SVP: 7 PA: L 5 6 EC: I DPT: 1 3 8

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>4</u>		2			4	5	1

6120-136 MAÎTRE D'HÔTEL (cater. & lodg.)

Supervises and co-ordinates activities of workers engaged in serving patrons in formal dining-room, and greets and escorts patrons to tables:

Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.). Inspects dining room and equipment for cleanliness and ensures that staff are well groomed and correctly attired. Receives and records telephone reservations, greets guests at dining-room entrance, verifies reservations and assigns tables. Escorts guests to tables and seats them. Speaks with guests at table to ensure satisfaction with food and service. Determines appropriate measures to settle valid complaints, such as adjusting bill, replacing meal or providing free liquor. Thanks guests upon their departure and provides courtesies such as aid with coats. Deposits money in safe at closing of dining-room.

GED: 3 SVP: 6 PA: L 5 6 EC: I DPT: 1 3 8

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>		2	5		4	5	

6120-140 KITCHEN STEWARD (cater. & lodg.)

Supervises and co-ordinates activities of workers engaged in keeping kitchen equipment and appliances clean and operable, and maintains stock record of kitchenware and tableware required for the preparation and serving of food in establishments such as restaurants, hotels and hospitals:

Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.) to supervise dishwashers, pot washers and kitchen cleaners. Takes inventory of supplies to determine needs and maintains stock records. Writes and submits purchase orders to supervisor to requisition cleaning materials, dishes, glasses, cutlery and other supplies. Directs staff to assemble and distribute materials and supplies required for use in kitchens and dining areas. Monitors activities of kitchen workers to ensure materials and supplies are not carelessly handled, wasted or pilfered. Telephones or writes to repair or service companies to ensure servicing schedules are maintained and breakdowns are repaired. Contacts management to report costly repair estimates and to make recommendations for purchase of new kitchen equipment.

GED: 3 SVP: 6 PA: L 5 6 EC: I DPT: 1 3 8

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>		2			4	5	

6120-144 DINING-CAR STEWARD (cater. & lodg.)

Supervises and co-ordinates activities of workers engaged in serving guests in rail dining-car:

Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.). Receives daily cash float and records amount in ledger. Inspects storage and supply areas and requisitions required supplies. Inspects dining-car area and ensures that crew members are well groomed. Walks through train and announces meal schedule and location of dining-car. Greets passengers entering dining-car and assigns tables and seats. Places ledger, time slips, meal bills and cash collected in safe or locked carrying case.

GED: 3 SVP: 5 PA: L 5 6 EC: I DPT: 1 3 8

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>			2			4	5	

6120-199 SUPERVISORS, FOOD AND BEVERAGE PREPARATION AND RELATED SERVICE OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with providing food and beverage catering services, with supervising and co-ordinating the activities of workers engaged in preparing and serving food and beverages, and related occupations not presently classified in Unit Group 6120.

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6121-CHEFS AND COOKS

This unit group includes occupations concerned with planning menus, ordering supplies, and preparing and cooking food in hotels, restaurants, clubs, private households and other non-manufacturing establishments. Bakers and pastry cooks are classified in Unit Group 8213, BAKING, CONFECTIONERY MAKING AND RELATED OCCUPATIONS.

6121-111 CHEF-COOK, GENERAL (cater. & lodg.)

Prepares, seasons and cooks food for consumption in hotels, restaurants and similar establishments:

Plans menus. Reads menus to estimate food requirements. Obtains food from storage. Adjusts thermostat controls to regulate temperature of oven, broilers, fryers, burners, pressure cookers, grills, roasters, steam kettles and other cooking equipment. Bakes, roasts, broils, grills, fries, poaches, stews, braises, boils, sautés, and steams meats, fish, vegetables and other foods. Adds seasoning to foods during mixing or cooking according to personal judgement, experience and recipes. Observes, tastes and smells food being cooked to determine stage of cooking. Portions food, places in appropriate dishes, containers or pans, adds gravies and sauces, and garnishes to fill orders. Cleans or instructs cleaning staff to clean dishes, utensils, kitchen equipment and work area. Stores food in temperature controlled facilities.

GED: 4 SVP: 7 PA: L 4 EC: I DPT: 2 8 1

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	4	4	3	4	3	4	3	5	4			9	0	1	8	4	9

6121-112 HEAD CHEF (cater. & lodg.)

Plans menus, estimates costs, supervises and co-ordinates activities of chefs, cooks and other workers engaged in preparing and cooking food, and prepares and cooks food in hotels, restaurants, hospitals, clubs and similar establishments:

Performs duties of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.). Plans menus and estimates food and labour costs. Advises chefs or cooks on size of portions or servings and demonstrates cooking procedures. Requisitions food, wine and kitchen supplies and equipment. Discusses special dinner plans with customer. Interviews, hires and dismisses workers. Directs and supervises the activities of cooks and other workers and demonstrates cooking techniques. Discusses management or supervisory issues with managers, dieticians or other staff members.

GED: 4 SVP: 8 PA: L 4 5 6 EC: I DPT: 2 3 1

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	3	4	3	4	3	4	3	5	4			2	0	1	5	9	4

6121-113 BANQUET CHEF (cater. & lodg.)

Prepares and cooks banquet dishes and supervises and directs activities of cooks and helpers in clubs, restaurants and hotels:

Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.) to prepare and cook banquet dishes. Consults with Executive Chef regarding banquet menu and arranges for the

preparation of particular items with appropriate chefs de partie. Co-ordinates activities of chefs de partie, and supervises activities of cooks and other kitchen workers engaged in preparing food for banquet. Inspects prepared dishes leaving kitchen and checks buffet tables in banquet hall to ensure satisfactory arrangement of food. Discusses menu changes and operational problems with Executive Chef or Sous-Chef.

GED: 4 SVP: 8 PA: L 4 5 6 EC: I DPT: 2 3 1

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	4	4	3	4	3	4	3	5	4			8	0	1	4	9	5

6121-114 COOK, SMALL ESTABLISHMENT (cater. & lodg.)

Prepares and cooks food for consumption in small restaurants and similar establishments:

Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.).

GED: 4 SVP: 7 PA: L 4 EC: I DPT: 2 8 1

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	4	4	3	4	3	4	3	5	4			9	0	1	4	9	X

6121-115 CHEF, PATISSIER (cater. & lodg.)

Prepares, bakes and decorates confectionery showpieces, pastries and other desserts and supervises and directs activities of cooks and helpers in hotels, restaurants and similar establishments:

Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.) to prepare and bake desserts such as cakes, pastries, puddings and cookies. Directs and supervises activities of cooks and other workers preparing similar items, and demonstrates baking and decorating techniques and equipment operation. Designs and prepares decorative confectionery showpieces. Ensures that all dessert items are placed in appropriate serving dishes. Confers with Executive Chef or Executive Sous-Chef regarding dessert menu changes or ideas for new desserts and decorative showpieces. Informs supervising chef of changes in dessert menus. Discusses operational problems with Executive Chef.

GED: 4 SVP: 8 PA: L 4 5 6 EC: I DPT: 2 3 1

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	4	3	3	4	3	4	3	5	3			0	1	8	4	9	X

6121-116 CHEF, SAUCIER (cater. & lodg.)

Prepares, seasons and cooks sauces, soups, pan-fried dishes, casseroles and related dishes, and supervises and directs activities of cooks and helpers in hotels, restaurants and similar establishments:

Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.). Directs and supervises activities of cooks and other workers preparing dishes and demonstrates cooking techniques. Consults with other chefs de partie regarding sauces and other foods required for planned dishes to co-ordinate cooking times. Ensures that all soups, pan-fried dishes, sauces and other foodstuffs are placed in appropriate serving dishes. Discusses menu changes, use of surplus or

left-over food and new recipes with Sous-Chef or Executive Sous-Chef. Informs supervising chef of menu changes. Discusses operational problems with Sous-Chef or Executive Sous-Chef.

GED: 4 SVP: 8 PA: L 4 5 6 EC: I DPT: 2 3 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 4 4 <u>3</u> 4 <u>3</u> 4 <u>3</u> 5 <u>3</u>	0 1	4 9 X 5

6121-117 CHEF, ROTISSEUR (cater. & lodg.)

Prepares and roasts meat and poultry and supervises and directs activities of cooks and helpers in hotels, restaurants and similar establishments:

Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.) to prepare and roast meat and poultry. Prepares gravies. Carves and portions meat and poultry. Directs and supervises the activities of cooks and other workers preparing similar foods and demonstrates cooking techniques. Consults with other chefs de partie to co-ordinate cooking times. Ensures that all meat and poultry items are placed in appropriate serving dishes. Discusses menu changes and use of surplus or left-over food and new recipes with Sous-Chef. Informs supervising chef of menu changes. Discusses operational problems with Sous-Chef.

GED: 4 SVP: 8 PA: L 4 5 6 EC: I DPT: 2 3 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 4 4 <u>3</u> 4 <u>3</u> 4 <u>3</u> 5 4	0 1	4 9 X 5

6121-118 COOK, DOMESTIC (pers. serv., n.e.c.)

Plans menus and prepares and cooks meals in private home:

Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.). Plans menus and orders foodstuffs according to preference of employer. Cleans kitchen and cooking utensils. Arranges foods on plates and trays and serves meals. Preserves and freezes foods.

GED: 4 SVP: 7 PA: L 4 EC: I DPT: 2 8 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> 3 4 4 <u>3</u> 4 <u>3</u> 4 <u>3</u> 5 4	9 0 1	9 X

6121-119 CHEF, GARDE-MANGER (cater. & lodg.)

Prepares, arranges and decorates salads and other cold dishes and supervises and directs activities of cooks and helpers in hotels, restaurants and similar establishments:

Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.). Prepares and decorates special cold buffet dishes such as salmon, roasted meats and salads. Prepares salad dressings, salads, patés, hors d'oeuvres and other cold food specialties. Directs and supervises activities of cooks and other workers preparing similar items and demonstrates cooking and decorating techniques. Ensures that all cold foods are placed in appropriate serving dishes.

Discusses menu changes, use of surplus or left-over food, and new recipes with Sous-Chef or Executive Sous-Chef. Informs supervising chef of menu changes. Butchers meat and dresses fish and poultry, if required. Discusses operational problems with Sous-Chef or Executive Sous-Chef.

GED: 4 SVP: 8 PA: L 4 5 6 EC: I DPT: 2 3 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 4 4 <u>3</u> 4 <u>3</u> 4 <u>3</u> 5 <u>3</u>	0 1 8	4 9 X 5

6121-120 CHEF, ENTREMETIER (cater. & lodg.)

Prepares, seasons and cooks vegetables, pasta and egg dishes, and supervises and directs activities of cooks and helpers in hotels, restaurants and similar establishments:

Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.) to prepare and cook vegetables, pasta and egg dishes. Directs and supervises activities of cooks and other workers preparing similar dishes and demonstrates cooking techniques. Consults with other chefs de partie to co-ordinate cooking times. Ensures that foods are placed in appropriate serving dishes. Discusses menu changes, use of surplus or left-over food and new recipes with Sous-Chef. Informs supervising chef of menu changes. Discusses operational problems with Sous-Chef or Executive Sous-Chef.

GED: 4 SVP: 8 PA: L 4 5 6 EC: I DPT: 2 3 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 4 4 <u>3</u> 4 <u>3</u> 4 <u>3</u> 5 4	0 1	4 9 X 5

6121-121 CATERER (cater. & lodg.)

Prepares, cooks and serves meals for parties, banquets and meetings held in private homes and other establishments:

Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.). Meets with customers and prospective customers to discuss menus, costs, table decorations, settings and other details for catered event. Orders supplies and keeps records of stock. Places prepared and cooked food items in temperature-controlled containers and delivers them to customer's premises. Sets tables and serves food to patrons at buffet or tables, or to guests at cocktail parties. Cleans cooking utensils, work and storage areas and removes supplies from customer's premises.

GED: 4 SVP: 8 PA: M 4 5 6 EC: I DPT: 2 6 1

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> <u>3</u> 4 <u>3</u> 4 <u>3</u> 4 <u>3</u> 5 4	9 0 1	9 4 1

6121-122 COOK, INSTITUTION (cater. & lodg.)

Prepares and cooks meals for residents and employees of hospitals and other institutions:

Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.). Places food in holding pans. Portions food

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into trays, steam tables, plates, saucers and other dishes for serving. Prepares special diet foods according to instructions from head chef or dietician.

GED: 3 SVP: 7 PA: L 4 EC: I DPT: 2 8 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	4	4	<u>3</u>	4	<u>3</u>	<u>4</u>	<u>3</u>	5	4			9 0 1	9

6121-124 COOK, KOSHER FOODS (cater. & lodg.)

Prepares and cooks foodstuffs according to Jewish dietary laws for consumption in approved kosher restaurants and clubs: Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.). Washes and inspects vegetables and fruit thoroughly to ensure they are insect-free, and examines egg yolks for bloodspots. Ensures that all foodstuffs used are kosher products or are approved for use by local Jewish council. Supervises activities of kitchen staff.

GED: 4 SVP: 7 PA: L 4 5 6 EC: I DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	<u>3</u>	4	4	<u>3</u>	4	<u>3</u>	<u>4</u>	<u>3</u>	5	4			9 0 1	9 4 5 X

6121-126 COOK, FOREIGN FOODS (cater. & lodg.)

Prepares and cooks foreign foods according to traditional recipes and methods for consumption in eating establishments: Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.), employing traditional methods and utensils. Orders speciality foods or ingredients. Prepares and serves special dishes at patrons table. Performs feats of dexterity to entertain customers while preparing food, if required. Supervises activities of kitchen workers.

GED: 4 SVP: 7 PA: L 4 5 6 EC: I DPT: 2 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
<u>3</u>	3	4	4	<u>3</u>	4	<u>3</u>	<u>4</u>	<u>3</u>	5	4			9 0 1	9

6121-127 COOK, FIRST (cater. & lodg.)

Prepares, cooks and portions food, and supervises activities of subordinate cooks and other kitchen workers engaged in preparing food for consumption in restaurants, hospitals and similar establishments: Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.), working as senior cook, assistant chef or under supervision of a chef de partie. Instructs and supervises subordinate cooks and helpers, and monitors their work activities. Substitutes for Head Chef on relief basis. Plans menus and orders supplies.

GED: 3 SVP: 7 PA: L 4 5 6 EC: I DPT: 3 3 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	<u>3</u>	4	4	<u>3</u>	4	<u>3</u>	<u>4</u>	<u>3</u>	5	4			0 1	4 9 5

6121-128 COOK APPRENTICE (cater. & lodg.)

Performs duties of 6121-127 COOK, FIRST (cater. & lodg.) on a progressive basis according to training schedule. See also definition for term title, 02-010 APPRENTICE (any ind.).

6121-129 COOK, THERAPEUTIC DIET (cater. & lodg.)

Prepares, cooks and portions food in compliance with therapeutic diet needs and restrictions in hospitals and similar establishments: Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.). Checks production sheet for special orders such as sugar, salt and fat-free dishes, and prepares, cooks and portions foods accordingly. Cooks food in special cookers, such as greaseless pans, steamers and pressure cookers. Grinds cooked food in grinder or blender for patients who are unable to chew. Weighs food on scales and measures in cups to attain exact portions. Affixes labels on special order foods with weight and content identification.

GED: 3 SVP: 7 PA: L 4 EC: I DPT: 3 8 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	4	4	4	<u>3</u>	<u>4</u>	<u>3</u>	5	4			9 1	9

6121-130 SHORT-ORDER COOK (cater. & lodg.)

Prepares and cooks breakfast, lunch items and simple meals in restaurants, cafeterias, snack bars and similar establishments: Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.). Places cooked items on plates, transfers them to service employees or serves customers at tables. Stores and checks food supplies and maintains records. Accepts payment for food, if required.

GED: 3 SVP: 3 PA: L 4 EC: I DPT: 3 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	<u>4</u>	4	4	4	<u>4</u>	<u>4</u>	<u>3</u>	5	4			9 1	9 2 3

6121-131 COOK, SECOND (cater. & lodg.)

Prepares, cooks and portions food for consumption in restaurants, hospitals and similar establishments: Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.) under supervision of First Cook or chefs de partie. Demonstrates methods of food preparation to Third Cook, helpers and other workers.

GED: 3 SVP: 6 PA: M 4 EC: I DPT: 3 6 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	4	<u>3</u>	4	<u>3</u>	<u>4</u>	<u>3</u>	5	4			9 0 1	9

6121-132 COOK, CAMP (cater. & lodg.)

Plans, prepares, cooks and portions food, and supervises activities of cooks and other kitchen workers in camp kitchen: Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.). Prepares menus and orders supplies. Supervises activities of cooks and other kitchen workers. Collects or directs other workers to collect meal tickets or payments from work gang or crew.

GED: 3 SVP: 7 PA: L 4 5 6 EC: I DPT: 3 3 1

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	4	4	4	4	3	4	3	5	4			1			9	4	5

6121-133 SHIP'S COOK, SMALL VESSEL (cater. & lodg.)

Prepares and cooks meals for consumption by crew members of fishing or small merchant vessel: Performs duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.). Consults with ship's captain to obtain information required to plan menus, such as length of voyage and number of crew. Plans menus and estimates food requirements. Requisitions supplies. Maintains records of food consumption, costs and inventory of equipment and supplies. Carries provisions from dock or deck of ship and stores in storerooms, freezers and refrigeration areas: Supervises activities of kitchen workers.

GED: 3 SVP: 6 PA: M 2 4 5 6 EC: I DPT: 3 6 1

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	4	4	4	4	3	4	3	4	4			9	1		9	4	

6121-134 COOK, THIRD (cater. & lodg.)

Assists cooks in food preparation and cooks foods for consumption in dining rooms, restaurants, hospitals and similar establishments: Performs cooking duties similar to those of 6121-111 CHEF-COOK, GENERAL (cater. & lodg.) under supervision. Washes, peels, seeds, cuts, trims and performs related duties to prepare foodstuffs for use by chefs, cooks and other kitchen workers. Places left-over food in containers and stores food in designated areas. Distributes supplies and trays of food to other workers, by hand or using push cart.

GED: 3 SVP: 3 PA: M 4 EC: I DPT: 6 6 4

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	4	4	4	4	4	4	3	5	4			3	1		2	3	

6121-136 FAST-FOOD PREPARER (cater. & lodg.)

Prepares and cooks foods or cooks partially prepared foods to provide fast-food service for patrons of restaurants and similar establishments: Prepares ingredients for daily fast-food preparation and partially cooks food in advance of orders. Assembles, cooks or heats, garnishes and portions partially-prepared ingredients to fill orders. Packages take-out foods, passes incomplete orders to other workers for completion or places orders on counter. Notifies superior when supplies need replenishing. Cleans work area, utensils and equipment. Maintains

production or other records, operates cash register, answers telephone and performs other miscellaneous duties.

GED: 2 SVP: 2 PA: L 4 EC: I DPT: 3 8 4

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	4	4	4	4	4	4	3	5	4			3	1		2	3	

6121-140 SANDWICH, SALAD AND DESSERT MAKER (cater. & lodg.)

Prepares salads, sandwiches and desserts for consumption in cafeterias, snack bars, restaurants, hospitals and similar establishments: Cleans, peels, slices and trims foodstuffs. Prepares sandwich fillings, salad dressings and simple jellied salads and desserts, using manual or electric appliances. Assembles and garnishes sandwiches and salad plates according to diagrams or written instructions. Cuts and portions pies, and assembles ice-cream and fruit dishes. Garnishes custards, puddings and other desserts. Portions and wraps food, or places food directly onto plates, and forwards finished item to designated area. Records quantities of foodstuffs used, prepared and consumed. Cleans work area and utensils. Assists other kitchen staff in preparing and distributing food, if required.

GED: 2 SVP: 2 PA: M 4 EC: I DPT: 6 8 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	4	4	4	4	4	4	3	5	4			3	1		2	3	

6121-199 CHEFS AND COOKS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with preparing and cooking foods, and related occupations not presently classified in Unit Group 6121.

6123-BARTENDERS

This unit group includes occupations concerned with mixing and dispensing alcoholic drinks and beverages.

6123-110 BARTENDER (cater. & lodg.)

Mixes and serves alcoholic and non-alcoholic drinks to patrons of licensed beverage room or restaurant: Mixes ingredients such as liquor, soda, water, sugar and bitters to prepare cocktails and other drinks. Serves wine and draught or bottled beer. Collects payment for drinks served and operates cash register. Orders or requisitions liquors and supplies. Arranges bottles and glasses to make attractive display. Slices and pits fruits to garnish drinks. Cleans bar area and glassware.

GED: 3 SVP: 4 PA: L 4 EC: I DPT: 4 7 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	3	4	4	4	3	3	3	5	4			2	3	1	5	2	

MAJOR GROUP 61

6123-114 BARTENDER, TAP (cater. & lodg.)

Tends bar to sell draught and bottled beer to customers: Inserts spigot in unopened keg and fills glasses with draught beer. Sells draught and bottled beer to patrons or to employees who serve patrons. Replenishes refrigerator with bottled beer and replaces empty kegs with full ones. Operates automatic glass washer or washes glassware by hand. Performs other duties, such as selling snacks and tobacco, ordering supplies, recording cash transactions, operating cash register and keeping bar area clean.

GED: 2 SVP: 2 PA: H 3 4 EC: I DPT: 4 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	3	4	3	5	5			1 2 3	2 5

6123-199 BARTENDERS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with mixing and dispensing alcoholic drinks and beverages, and related occupations not presently classified in Unit Group 6123.

6125-FOOD AND BEVERAGE SERVING OCCUPATIONS

This unit group includes occupations concerned with reserving and arranging dining-room tables; greeting and seating customers; and serving food and beverages in formal and informal settings in such places as hotels, clubs, restaurants, cocktail lounges, cafeterias, ships, railway dining-cars, and drive-in restaurants. TRAVEL AND RELATED ATTENDANTS, EXCEPT FOOD AND BEVERAGE are classified in Unit Group 6145.

6125-110 WAITER/WAITRESS, FORMAL SERVICE (cater. & lodg.)

Serves food and beverages, in formal setting, to guests in hotels, restaurants, clubs and similar establishments: Checks table setting. Presents menu to patrons and suggests food dishes and appropriate wines. Answers questions regarding service and food preparation. Writes order on check and relays order to kitchen staff. Serves wines and alcoholic beverages. Carries tray or pushes cart to transport food and beverages to patron's table. Garnishes dishes or carves meat preparatory to serving. Serves food from chafing or warming dish to patrons at table. Attends patrons to fulfill any additional requests and ensure smooth transition from course to course. Presents bill to patrons and accepts payment or signature.

GED: 3 SVP: 4 PA: L 4 5 6 EC: I DPT: 3 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	4	4	4	3	4	3	4	4			2 3 1	5 3

6125-112 CAPTAIN WAITER/WAITRESS (cater. & lodg.)

Supervises activities of service staff in section of formal dining-room and serves food and beverages to patrons:

Checks dining-room to ensure it is neat and attractive. Monitors activities of waiters/waitresses and busboys/girls and ensures that they are well groomed and properly attired. Checks table settings. Co-ordinates service so that foods are served at proper time and temperature. Greets guests and presents menus and wine lists. Suggests food dishes and appropriate wines and answers questions regarding food preparation. Relays orders to waiter/waitress or kitchen staff. Serves wines and alcoholic beverages. Carries tray or pushes cart to transport food to patron's table. Carves meat, garnishes and decorates dishes, prepares flaming dishes and serves food from chafing or serving dish at patron's table. Attends patrons to fulfill any additional requests and ensure smooth transition from course to course. Presents bill and accepts payment or signature.

GED: 3 SVP: 5 PA: L 4 5 6 EC: I DPT: 3 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	4	4	4	3	4	3	4	4			2 3 1	5 3

6125-113 WINE STEWARD/STEWARDESS (cater. & lodg.)

Suggests and serves wine to guests, in formal setting in hotels, restaurants and similar establishments:

Studies menu and wine list to recommend wines complementary to food orders. Greets guests, presents wine list and suggests appropriate wines. Takes wine order and obtains wine from bartender. Adds wine cost to food bill. Drapes wine bottle in table napkin, places in appropriate holder or ice basket and carries to tables. Adjusts napkin to expose label of bottle so that guest may verify order. Opens wine bottle, pours small amount into glass for tasting by guest, and fills other glasses when wine is approved. Checks frequently to refill glasses and to ensure that needs of guests are met. Instructs busboy/girl to replace wine glasses according to types of wine being served. Removes empty bottles and wine containers from table and replaces in storage area.

GED: 3 SVP: 3 PA: L 4 5 6 EC: I DPT: 3 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	4	4	4	4	4			2 3 1	5 2 3

6125-114 HOST/HOStESS, RESTAURANT OR COCKTAIL LOUNGE (cater. & lodg.)

Welcomes patrons of restaurant or cocktail lounge:

Schedules dining reservations, places signs on tables to reserve them and makes arrangements for banquets and parties. Escorts patrons to their tables and presents menus. Supervises waiters/waitresses and busboys/girls to ensure quality and rapidity of service. Inspects serving stations and equipment for cleanliness and neatness. Settles or assists in settling complaints, and assists in service of patrons, if required.

GED: 2 SVP: 3 PA: L 5 6 EC: I DPT: 3 7 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	4	4	4	4	5			2 3 1	5 2 3

6125-118 CAR HOP (cater. & lodg.)

Serves food and refreshments to patrons in their cars:
Takes order and relays it to kitchen or serving counter. Prepares beverages, and places napkins, utensils and condiments on tray. Places food order on tray, carries to patrons' car and fastens tray to car door. Receives payment and makes change. Removes tray and returns dishes to kitchen. Disposes of garbage and wipes trays. Washes glasses if required. Cleans and tidies service area.

GED: 2 SVP: 2 PA: L 4 6 EC: B DPT: 5 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	4	4	4	4	4	5		3 2 1	2 3

6125-122 COUNTER ATTENDANT, LUNCHROOM (cater. & lodg.)

Serves food to diners seated at lunch counter:
Takes customer's order. Prepares and serves beverages. Sets place and serves order. Accepts payment or totals bill. Wipes counter and mops floors. Washes dirty dishes and cutlery. Fills napkin and condiment dispensers. Prepares sandwiches, salads and other items, if required.

GED: 2 SVP: 2 PA: L 4 6 EC: I DPT: 5 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	4	4	4	4	4	5		1 3 2	2 5 3

6125-124 COCKTAIL WAITER/WAITRESS (cater. & lodg.)

Serves beverages to patrons in cocktail lounges, clubs or similar establishments:
Takes patron's order and relays it to bar staff. Serves drinks to customers. Receives payment and makes change. Removes bottles and glasses from tables. Cleans or replaces ashtrays. Wipes tables.

GED: 2 SVP: 2 PA: L 4 6 EC: I DPT: 5 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	4	4	4	4	4	5		2 3 1	2 3

6125-126 WAITER/WAITRESS (cater. & lodg.)

Serves food and beverages to patrons in dining areas:
Sets tables with clean linen, cutlery, glasses, condiment holders and center pieces. Presents menu, answers questions and makes suggestions regarding food and beverages. Writes patron's order on bill and relays order to bar or kitchen staff. Fills water glasses and serves bar orders. Serves food and beverages from tray. Presents bill to patron at conclusion of meal. Clears table, and returns dirty dishes and cutlery to kitchen. Moves and arranges tables and chairs for banquet functions, if required.

GED: 2 SVP: 2 PA: L 4 6 EC: I DPT: 5 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	4	4	4	4	4	5		2 3 1	2 5 3

6125-128 WAITER/WAITRESS, ROOM SERVICE (cater. & lodg.)

Serves food and beverages to hotel guests in their rooms:
Receives guest's order and relays it to bar or kitchen staff. Places cutlery, napkins, condiments and completed order on serving cart or tray, and pushes or carries it to guest's room. Sets up table and serves food from cart, or leaves cart or tray in guest's room. Presents bill to customer and receives payment or signature for service. Removes cart or tray from room or hallway outside room.

GED: 2 SVP: 2 PA: M 4 EC: I DPT: 5 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	4	4	4	4	4	5		2 3 1	2 3

6125-129 ATTENDANT, TAKE-OUT SERVICE (cater. & lodg.)

Serves take-out orders at counter of fast-food outlet or restaurant:
Records customer's order on bill and relays it to kitchen. Prepares beverages. Packs beverages, food order, napkins, utensils and condiments into bag or box. Records sale on cash register and accepts payment. Replenishes condiments and other supplies. Wipes counter with damp cloth. Cleans equipment and mops or sweeps floors. Takes telephone orders.

GED: 2 SVP: 2 PA: L 4 6 EC: I DPT: 5 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	4	4	4	4	4	5		3 1 2	3 2

6125-130 CATERER HELPER (cater. & lodg.)

Helps to prepare and serve foods and refreshments at social functions:
Arranges tables and decorations according to customer's specifications. Prepares hors-d'oeuvres, sandwiches, salads and beverages. Distributes food and beverages to waiters/waitresses or serves to guests. Carries trays of dirty dishes to kitchen, and scrapes and stacks dishes. Washes dishes or packs them for transport and washing at caterer's establishment. Removes tablecloths and accessories from tables. Helps to load and unload food containers from trucks. See also definition for term title, 02-160 HELPER (any ind.)

GED: 2 SVP: 2 PA: L 4 EC: I DPT: 6 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	5	4	4	5	4	4	4	4	4			3 1	2 3

6125-132 FOUNTAIN ATTENDANT (cater. & lodg.)

Prepares and serves ice-cream dishes and beverages at soda fountain counter or ice-cream stand:
Writes customer's order on bill. Dispenses ice-cream and flavouring, and adds fruit, nuts and other garnishing to make ice-cream dishes or beverages. Dispenses ice-cream cones, coffee and soft drinks. Serves customer and accepts payment for order. Replenishes supplies such as spoons, containers, napkins and sauces. Disassembles, cleans and reassembles dispensers. Wipes counters and sweeps or mops floors.

MAJOR GROUP 61

GED: 2 SVP: 2 PA: L 4 6 EC: I DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 <u>4</u> 4 4 4 <u>4</u> 4 <u>4</u> 4 5	2 3 1	2 3

6125-134 CAFETERIA/BUFFET ATTENDANT (cater. & lodg.)

Serves food from counters, steam tables and buffet tables to patrons in cafeterias, banquet rooms, restaurants and similar establishments: Serves salads, vegetables, meat and bread. Ladles soups and sauces. Portions desserts, and fills beverage cups and glasses. Carves and serves meat for diners at buffet or smorgasbord. Replenishes food at serving stations. Brews coffee and tea. Scrubs and polishes counters, steam tables and other equipment.

GED: 2 SVP: 2 PA: L 4 6 EC: I DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 4 5 <u>4</u> 4 <u>4</u> 4 5	1 3 2	2 3

6125-140 BUS BOY/GIRL (cater. & lodg.)

Removes and replaces dishes and cutlery, and assists other workers to serve food and beverages in eating establishments: Loads and moves dishes and cutlery to and from kitchen and dining area, using trays or trolleys. Replenishes condiments and other supplies at tables. Replaces soiled table linen or wipes tables. Assists waiter/waitress in serving beverages and food. Stocks cabinets and vending machines with food and beverages. Sets and removes dishes during courses, and serves non-alcoholic drinks and bread to patrons when assisting formal service waiter/waitress. Performs miscellaneous tasks such as scraping and stacking dishes in kitchen, carrying linen to and from laundry area, setting tables and running errands.

GED: 1 SVP: 2 PA: M 4 EC: I DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 4 5 <u>4</u> 4 <u>4</u> 4 5	3 1	2 3

6125-199 FOOD AND BEVERAGE SERVING OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with serving food and beverages, and related occupations not presently classified in Unit Group 6125.

6129-OTHER FOOD AND BEVERAGE PREPARATION AND RELATED SERVICE OCCUPATIONS

This unit group includes other occupations concerned with food and beverage preparation and related services, such as assembling or packing food and beverages for serving.

6129-114 FOOD ASSEMBLER (air trans.; cater. & lodg.; medical)

Assembles food trays in hospitals, nursing homes, cafeterias, airline kitchens and similar establishments, working alone or as member of assembly line:

Reads menu to determine food requirements, or assembles trays according to supervisor's instructions. Removes portions of meat, fish, vegetable and other foods from steam trays, food containers and refrigerators, and places on food tray, using tongs, forks and scoops. Places cutlery, napkin, cup and saucer, and roll and butter on tray, or partially completes tray, passing tray along assembly line and repeating tray assembly procedure. Places trays over food warmer for immediate service, or stores completed trays in refrigerated storage cabinets for future use. Carries trays to delivery cart or holding area.

GED: 2 SVP: 2 PA: L 3 4 6 EC: I DPT: 6 8 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 4 5 <u>4</u> 4 <u>4</u> 5 4	3 1	2 3 Y

6129-199 FOOD AND BEVERAGE AND RELATED SERVICE OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with food and beverage preparation, and related occupations not presently classified in Unit Group 6129.

613 – OCCUPATIONS IN LODGING AND OTHER ACCOMMODATION

This minor group includes occupations concerned with providing accommodation in hotels, motels, tourist homes, lodging houses and office buildings; cleaning and servicing such establishments; escorting guests; handling baggage; and preparing sleeping accommodation. Managers of large departmentalized hotels, motels and lodges are classified in Unit Group 1142, SERVICES MANAGEMENT OCCUPATIONS. OCCUPATIONS IN LODGING AND OTHER ACCOMMODATION are classified in the following unit groups:

- 6130 Supervisors, Occupations in Lodging and Other Accommodation
- 6133 Lodging Cleaners, Except Private Household
- 6135 Sleeping-Car and Baggage Porters

6139 Other Occupations in Lodging and Other Accommodation

6130-SUPERVISORS, OCCUPATIONS IN LODGING AND OTHER ACCOMMODATION

This unit group includes occupations as described under the master titles, 01-180 MANAGING SUPERVISOR (any ind.) and 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.) concerned with providing accommodation services in establishments such as hotels, motels, trailer parks, apartment houses, office buildings and other similar facilities on own or owner's behalf, or in partnership; or supervising and co-ordinating the activities of workers engaged in cleaning and servicing apartment houses, guest rooms in hotels, motels, tourist homes and other lodging facilities; and in providing related services, such as preparing sleeping accommodation on trains and handling baggage. Managers of large departmentalized hotels, motels and lodging houses are classified in Unit Group 1142, SERVICES MANAGEMENT OCCUPATIONS. Housekeepers of private households are classified in Unit Group 6142, HOUSEKEEPERS, SERVANTS AND RELATED OCCUPATIONS.

6130-110 MANAGING SUPERVISOR, BUILDING (cater. & lodg.; insur. & real estate)

Manages apartment and office buildings on behalf of owner: Performs duties as described under master title, 01-180 MANAGING SUPERVISOR (any ind.). Analyzes rent collection data, inventory of supplies, equipment purchases and other expenditures. Consults with specialists in areas such as construction and real estate to plan and develop standards and systems for effective operation of building. Establishes rental scales according to physical structure and condition of property, location, competition and applicable legislation. Promotes rental of property units, using means such as radio, television, newspapers, model apartments and showrooms. Selects tenants according to suitability and credit ratings. Hires staff, assigns responsibilities and establishes personnel policies. Supervises services staff concerned with maintaining heat and air-conditioning systems, elevators, plumbing, electrical and mechanical systems, buildings and grounds. Liaises with owner and tenants to handle requests, complaints and problems. Makes recommendations to owner concerning improvements and changes in policy.

GED: 4 SVP: 7 PA: L 5 6 EC: I DPT: 1 3 8

APT.													INT.		TEMP.	
G	V	N	S	P	Q	K	F	M	E	C						
3	3	3	4	4	4	4	4	4	4	5	4		2	5		
															4 5 9	

6130-114 MANAGING SUPERVISOR, HOTEL, MOTEL AND LODGING HOUSE (cater. & lodg.)

Plans, organizes, directs and controls the operations of hotel, motel, vacation resort or other lodging facility on own or owner's behalf or in partnership, and supervises and co-ordinates activities of subordinate workers: Performs duties as described under master title, 01-180 MANAGING

SUPERVISOR (any ind.). Plans, directs and controls the organization, administration and operation of organizational units such as reception, accounting, housekeeping, purchasing and maintenance. Establishes and maintains standards of personnel performance and service to guests.

DPT: 1 3 8

6130-118 SUPERVISOR, BAGGAGE PORTERS (cater. & lodg.; rail trans.)

Supervises and co-ordinates the activities of workers engaged in escorting guests to rooms, carrying baggage and answering call bells: Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.).

DPT: 1 3 8

6130-122 BUILDING SUPERINTENDENT (any ind.)

Supervises and co-ordinates activities of workers engaged in keeping office or apartment buildings and grounds in clean and orderly condition and in maintaining and repairing utility systems and physical structures of buildings: Performs duties as described under master title 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.). Inspects buildings regularly to determine necessity for repair work. Directs and assists maintenance staff in duties such as painting, snow removal, gardening, cleaning, and repairing heating and plumbing systems. Oversees reception and security of tenants and visitors, using security systems or employing security personnel. Determines need for outside services beyond scope of building staff. Purchases building supplies and equipment. Contracts with fuel supply companies. Submits reports on condition of building to manager or owner of building. Advertises vacancies in newspapers or posts notices outside building. Shows apartments or offices to prospective tenants, and explains rental scales, leases and services, if required.

GED: 4 SVP: 4 PA: L 5 6 EC: B DPT: 1 3 7

APT.													INT.		TEMP.	
G	V	N	S	P	Q	K	F	M	E	C						
3	3	3	4	4	4	4	4	4	4	5	5		2		4 5 9	

6130-126 EXECUTIVE HOUSEKEEPER (cater. & lodg.)

Supervises and co-ordinates activities of workers engaged in keeping hotels, motels, hospitals and similar establishments in clean and orderly condition (Unit Group 6133): Performs duties as described under master title 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.). Inspects and evaluates physical condition of establishment and submits recommendations to management for painting, repairs, furnishings, relocation of equipment and reallocation of space. Inventories supplies and equipment.

MAJOR GROUP 61

Investigates new or improved cleaning materials and instruments. Co-ordinates activities with those of other departments. Selects and purchases new furnishings.

GED: 4 SVP: 6 PA: S 5 6 EC: I DPT: 1 3 8

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	3	4	4	4	4	4	4	5	4			2			4	5	9

6130-128 SUPERVISOR, YOUTH HOSTEL (cater. & lodg.)

Supervises and directs operation of youth hostel: Selects and hires seasonal workers. Supervises and assigns duties to subordinate workers. Takes reservations for group accommodation. Takes inventory of supplies and estimates demand to determine supply needs. Orders supplies. Totals and deposits payments made by lodgers. Prepares budget, keeps accounts and submits monthly reports. Resolves complaints and problems of lodgers. Writes pamphlets promoting hostel service and distributes them to interested groups.

GED: 4 SVP: 4 PA: L 5 6 EC: I DPT: 1 3 8

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	3	4	4	4	4	4	4	5	5			2			4	5	

6130-130 SLEEPING-CAR CONDUCTOR (rail trans.)

Supervises activities of sleeping-car porters engaged in providing services to passengers on train: Confirms reservations of passengers before they board train. Collects tickets and fares in sleeping-car en route. Supervises workers who prepare berths and provide valet and baggage services. Checks comfort of passengers and answers their enquiries. Compiles record of tickets, money received and destination and accommodation of passengers.

GED: 3 SVP: 6 PA: L 5 6 EC: I 2 DPT: 3 3 8

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	3	3	4	4	4	4	4	4	4	5			2			5		

6130-199 SUPERVISORS, OCCUPATIONS IN LODGING AND OTHER ACCOMMODATION, N.E.C.

This group includes occupations, not elsewhere classified, concerned with providing lodging and accommodation services, with supervising and co-ordinating the activities of workers engaged in cleaning and servicing such establishments, and related occupations not presently classified in Unit Group 6130.

classified in Unit Group 6191, JANITORS, CHARWORKERS AND CLEANERS.

6133-110 HOUSEMAN/WOMAN (cater. & lodg.)

Cleans lobbies, halls and banquet rooms in hotels and motels: Vacuums and shampoos rugs, carpets and upholstered furniture. Sweeps, mops, scrubs, waxes and buffs floors. Picks up garbage, and empties ashtrays and waste receptacles. Dusts and polishes furniture and metalwork. Washes windows, mirrors, light fixtures, walls and ceilings. Cleans washroom fixtures and replenishes supplies. Collects soiled linen for laundering, and receives and stores linen supplies. Sets up sample rooms for sales meetings. Arranges decorations, apparatus and furniture for banquets and social functions. Removes and hangs draperies, and turns mattresses. Moves and arranges furniture, as required.

GED: 2 SVP: 2 PA: H 2 3 4 EC: I DPT: 6 8 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	4	4	4	4	4	4	4	4	5			3	1		2	3	

6133-114 CLEANER, ROOM (cater. & lodg.)

Cleans rooms in hotels, motels, clubs and dormitories: Sweeps and mops floors, dusts furniture and vacuums carpets, curtains, draperies and upholstered furniture. Empties wastebaskets and ashtrays. Scrubs and disinfects bathroom fixtures, and replaces expendable supplies. Polishes fixtures and furniture. Receives and stores linen supplies. Changes linen and makes beds. Reports damage, theft, and articles found to housekeeper. Washes windows, if required.

GED: 2 SVP: 2 PA: M 3 4 EC: I DPT: 6 8 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	4	4	4	4	4	4	4	4	5			3	1		2	3	

6133-199 LODGING CLEANERS, EXCEPT PRIVATE HOUSEHOLD, N.E.C.

This group includes occupations, not elsewhere classified, concerned with keeping premises of lodging facilities clean and tidy, and related occupations not presently classified in Unit Group 6133.

6133-LODGING CLEANERS, EXCEPT PRIVATE HOUSEHOLD

This unit group includes occupations concerned with making beds; replenishing linens; cleaning rooms and halls; arranging furniture; and performing related services in hotels, motels, tourist homes and other lodging facilities. Cleaners are

6135-SLEEPING-CAR AND BAGGAGE PORTERS

This unit group includes occupations concerned with handling baggage in trains, at hotels, motels, transport terminals and similar establishments; preparing sleeping berths; escorting guests to rooms; and calling taxis, running errands and giving information.

6135-110 BAGGAGE PORTER (air trans.; motor trans.; rail trans.)

Carries customers' baggage at airport, railway station or bus terminal: Conveys by hand or handtruck, customers' baggage to baggage or waiting room, taxicab or private automobile, or onto train or bus. Hails or phones for taxicab at request of customer. Answers questions regarding location of ticket counter, baggage arrival platform, restrooms and exit or entrance gates. Assists handicapped persons, as required.

GED: 2 SVP: 2 PA: H 2 3 4 5 EC: B DPT: 6 7 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	5	4	4	5	<u>4</u>	4	<u>4</u>	<u>4</u>	5	1 2 3 2 3

6135-114 BELLHOP (cater. & lodg.)

Provides personal services to guests of hotel or motel: Shows incoming guests to their rooms and carries their luggage. Checks room to ensure it is in order and that supplies are adequate. Explains placement of telephone calls and operation of television, air conditioner and night locks. Answers guests' questions, and provides information about services and facilities of establishment, local points of interest and entertainment attractions. Pages guests in lobby, dining-room or other parts of establishment. Picks up and returns guests' laundry or dry cleaning; delivers messages and runs other errands. Tidies lobby, operates elevator and sets up sample rooms for sales meetings, as required.

GED: 2 SVP: 2 PA: M 2 3 4 5 EC: I DPT: 6 7 7 Han

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	<u>4</u>	5	4	4	5	<u>4</u>	4	<u>4</u>	<u>4</u>	5	2 3 1 1 3 5

6135-118 SLEEPING-CAR PORTER (rail trans.)

Attends to comfort and personal needs of railroad sleeping-car passengers: Welcomes passengers aboard train and directs them to their seats. Carries hand baggage to and from station platform. Serves food and beverages. Answers buzzer calls and furnishes patrons with card tables, pillows and other articles. Changes linen and makes beds in berths, roomettes and cabins. Cleans, tidies and deodorises sleeping quarters and washrooms, using cleaning solutions, sprays, brushes and mops. Replenishes expendable supplies in washrooms. Checks heating and air conditioning controls to ensure proper settings. Knocks on doors or calls out to awaken passengers at times requested. Answers questions such as connecting points, arrival and departure times and train stops. Announces names of station stops and ensures passengers leave train at proper stops.

GED: 2 SVP: 2 PA: M 2 3 4 5 EC: I DPT: 6 7 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	4	4	4	5	<u>4</u>	4	<u>4</u>	<u>3</u>	5	2 1 3 2 3

6135-199 SLEEPING-CAR AND BAGGAGE PORTERS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with catering to needs of guests in trains, at hotels and similar establishments, and related occupations not presently classified in Unit Group 6135.

6139-OTHER OCCUPATIONS IN LODGING AND OTHER ACCOMMODATION

This unit group includes other occupations concerned with providing lodging and related services, such as housekeeping and maintenance at tourist camps, industrial campsites, motels, trailer parks, vacation resorts and lodges; and keeping rooming houses.

6139-110 ATTENDANT, LODGING FACILITIES (cater. & lodg.)

Registers guests and furnishes information and supplies to guests of tourist camp, trailer park, motel, vacation resort or lodge: Registers guests, assigns accommodation and collects payment. Gives information to guests concerning facilities available. Issues soap, towels and other supplies to guests. Cleans buildings and grounds and makes minor repairs to facilities.

GED: 2 SVP: 2 PA: M 3 4 EC: B DPT: 4 7 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	<u>4</u>	5	4	4	<u>4</u>	4	<u>4</u>	<u>4</u>	5	2 3 2 3

6139-112 ROOMING-HOUSE KEEPER (cater. & lodg.)

Cleans, maintains, repairs and ensures efficient operation of rooming house: Interviews prospective roomers, collects rents, issues receipts and performs related clerical duties. Ensures that roomers abide by house rules, answers inquiries and settles complaints. Cleans common facilities, rooms and hallways. Mows and rakes lawns, gathers litter and removes snow from walkway. Makes minor repairs to rooming house, using hand tools, and makes arrangements for major repairs. Paints interior and exterior of building, if required. Cleans rooms, launders linen and prepares and serves meals for roomers, if required.

GED: 2 SVP: 2 PA: M 3 4 EC: I DPT: 4 7 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	<u>4</u>	4	4	4	<u>4</u>	4	<u>4</u>	<u>4</u>	5	2 1 3 3 2

6139-113 RECREATIONAL CAMP ATTENDANT (cater. & lodg.)

Cleans and maintains campsite and facilitates campers' use of recreational facilities: Collects and disposes of debris and garbage. Mows grass and cuts firewood. Gives information to campers concerning fishing, boating, camping or other recreational activities. Launches and beaches boats.

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Cleans boats and maintains boats' fuel supply. Saddles horses for campers. Paints picnic tables, washroom and laundry buildings or other structures. Fills soft drink vending machines. Fills out rental agreements and collects fees.

GED: 2 SVP: 2 PA: M 3 4 EC: O DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 4 4 4 5	2 1 3	3 2

6139-114 COUPLE, LODGING FACILITIES (cater. & lodg.)

Maintains and cleans lodging facilities at motels, tourist camps, and trailer parks:

Registers guests, assigns accommodation and collects payment. Shows recreational facilities to guests. Answers inquiries and adjusts complaints. Makes reservations, advertises vacancies and provides telephone answering service. Scrubs floors, and washes walls, windows and ceilings. Cleans and maintains grounds. Removes and transports trash to disposal area. Sweeps and cleans rooms, hallways and washrooms. Makes beds and arranges for laundry and other household services. Paints buildings and recreational equipment. Makes minor repairs to buildings and electrical and plumbing systems.

6139-118 INDUSTRIAL-CAMPSITE ATTENDANT (cater. & lodg.)

Keeps industrial campsite in clean and orderly condition:

Sweeps and cleans sleeping quarters and dining hall. Cleans and disinfects washrooms and replaces expendable supplies. Changes linen and makes beds or issues linen and ensures that bedding is changed on a regular basis. Collects and disposes of garbage and debris in incinerator or designated area. Cleans windows, walls and ceilings, if required. Assists with preparation of meals, if required.

GED: 1 SVP: 2 PA: M 3 4 EC: B DPT: 6 8 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 4 5 4 4 5	1 3	3 2

6139-122 CAMPGROUND CLEANER (cater. & lodg.)

Cleans and maintains picnic and camp grounds:

Collects and disposes of debris and garbage at designated area or drives truck to transport it to dump. Cuts grass and rakes grass and leaves. Cleans and disinfects outdoor privies and indoor washrooms, and replenishes expendable supplies. Fells and cuts dead trees in camp area, using chain saw. Stacks firewood in designated area. Makes minor repairs to outdoor fireplaces, using mortar, trowel and hand tools. Assembles picnic tables, and places them in assigned areas. Paints and makes minor repairs to buildings and picnic tables.

GED: 1 SVP: 2 PA: M 3 4 EC: B DPT: 6 8 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 4 5 4 4 5	1 3	3 2

6139-124 APARTMENT COUPLE (cater. & lodg.)

Cleans and maintains apartment building:

Collects rentals and issues receipts. Fills out forms to complete or renew leases. Performs duties similar to 6191-110 JANITOR (any ind.).

6139-199 OCCUPATIONS IN LODGING AND OTHER ACCOMMODATION, N.E.C.

This group includes occupations, not elsewhere classified, concerned with providing lodging and other accommodation services, and related occupations not presently classified in Unit Group 6139.

614 – PERSONAL SERVICE OCCUPATIONS

This minor group includes occupations concerned with providing personal services, such as disposing of human remains; cutting and styling hair; cleaning and polishing fingernails and applying cosmetics; escorting people and looking after their comfort on trips, sightseeing tours, and excursions, on buses, ships and airplanes; caring for children; ushering; and other domestic and personal service duties. Working proprietors and supervisors are classified in the same unit groups as the workers they supervise. PERSONAL SERVICE OCCUPATIONS are classified in the following unit groups:

- 6141 Funeral Directors, Embalmers and Related Occupations
- 6142 Housekeepers, Servants and Related Occupations
- 6143 Barbers, Hairdressers and Related Occupations
- 6144 Guides
- 6145 Travel and Related Attendants, Except Food and Beverage
- 6147 Child-Care Occupations

6149 Other Personal Service Occupations

6141-FUNERAL DIRECTORS, EMBALMERS AND RELATED OCCUPATIONS

This unit group includes occupations concerned with arranging and directing funerals, cremations and burials; embalming and cremating human corpses; and performing other related duties.

6141-110 FUNERAL DIRECTOR (pers. serv., n.e.c.)

Arranges and directs funerals:

Co-ordinates activities of workers engaged in moving body to mortuary. Interviews family or other authorized persons to obtain data about deceased. Completes documents required by government legislation. Helps family to select casket, burial clothes, plot and type of funeral, and arranges for publication of death notices. Discusses funeral cost and terms of payment. Supervises embalming or embalms corpse. Arranges coffin in room where services are to be held and adjusts lights and floral displays. Directs pallbearers in placing coffin in hearse and at burial site. Makes arrangements for transportation of body to cemetery or crematorium. Determines number of mourners and arranges for their transportation.

GED: 5 SVP: 7 PA: M 4 5 EC: B DPT: 1 3 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
2	2	2	4	4	4	4	4	4	5	4			2 5	4 5 9 1

6141-114 EMBALMER (pers. serv., n.e.c.)

Prepares bodies for burial in conformance with legal requirements:

Washes body with germicidal soap. Inserts convex celluloid or cotton between eyeball and eyelid to prevent slipping and sinking of eyelid. Sews lips shut and packs orifices with cotton to prevent leakage. Inserts pump tubes into arteries and starts pump to drain blood from body and to replace blood with embalming fluid. Punctures internal organs through abdomen to remove natural fluids, gases and waste matter. Affixes moulded wax, cotton, foam rubber or other material to injured portions of body to help restore normal appearance. Closes incisions using needle and thread. Dresses body and applies cosmetics to impart life-like appearance. Places body in coffin.

GED: 4 SVP: 6 PA: M 4 7 EC: I 7 DPT: 3 8 1

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	4	3	3	4	3	3	3	5	3			1 9	Y 0

6141-115 EMBALMER APPRENTICE (pers. serv., n.e.c.)

Performs duties of 6141-114 EMBALMER (pers. serv., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, 02-010 APPRENTICE (any ind.):

6141-117 CREMATOR (pers. serv., n.e.c.)

Tends retort furnace that cremates human bodies:

Hoists casket from roller table, using hydraulic lift, and pushes casket containing body into crematorium retort furnace. Opens fuel and air valves and pushes starter switch to activate furnace. Adjusts fuel and air valves to maintain proper temperature for specified time. Shuts off furnace and allows it to cool. Removes ashes of casket and body from floor of retort furnace using long handled scraper and vacuum cleaner. Separates foreign matter such as casket nails from ashes with magnet. Crushes any remaining bone fragments with electrical or mechanical crusher. Places ashes in labelled container for disposal as directed by next-of-kin. Cleans building and fixtures and tends surrounding grounds.

GED: 3 SVP: 3 PA: H 4 EC: I 7 DPT: 6 8 5

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	5	4	4	4	5	5			1 3 9	2 3 Y

6141-118 FUNERAL ATTENDANT (pers. serv., n.e.c.)

Cleans and arranges funeral parlour and assists at funerals:

Drives hearse with empty casket to morgue or place of death, places body in casket and returns to funeral parlour. Removes casket from hearse and pushes casket to embalming or storage area, using wheeled trolley. Places casket in parlour or chapel prior to funeral service, using trolley. Arranges floral displays and adjusts lights around casket. Escorts mourners and guests to parlour or chapel. Assists in closing casket. Carries flowers to limousine or hearse, and drives limousine or hearse to place of interment. Acts as pallbearer on request. Issues and stores equipment such as casket lowering devices and grass mats used at interment. Vacuums and sweeps funeral parlor and chapel. Cleans limousine and hearse.

GED: 2 SVP: 2 PA: H 4 7 EC: B DPT: 6 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	4	4	4	4	4			2 3	2 3

6141-199 FUNERAL DIRECTORS, EMBALMERS AND RELATED OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with disposing of human remains, and related occupations not presently classified in Unit Group 6141.

6142-HOUSEKEEPERS, SERVANTS AND RELATED OCCUPATIONS

This unit group includes occupations concerned with performing housekeeping duties in private homes; receiving guests; attending to personal needs of employer; performing domestic and maintenance duties in employer's house; and acting as companion to elderly, handicapped or convalescent persons.

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6142-110 HOUSEKEEPER (pers. serv., n.e.c.)

Performs housekeeping duties in private home: Plans meals independently or with employer. Purchases food and other supplies. Prepares and cooks vegetables, meats and other foods according to employer's instructions or own methods. Serves meals and refreshments. Cares for children or assists parents or household employees in caring for children. Assumes full responsibility for household and children or elderly persons when parents or family are absent. Washes dishes and cleans silverware. Sweeps and vacuums floors and carpets. Dusts and polishes furniture, and cleans mirrors and light fixtures. Washes, irons and mends garments, linens and household articles. Makes beds and changes linen. Answers telephone and doorbell and gives messages to employer. Assists elderly, handicapped or convalescent members of household to wash and dress, if required. Records expenditures and presents report regularly to employer. Supervises and assigns work to house cleaner, or performs heavy housecleaning duties if required.

GED: 3 SVP: 5 PA: M 3 4 EC: I DPT: 6 6 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
3	4	4	4	4	4	4	4	4	4	2	1

6142-112 BUTLER (pers. serv., n.e.c.)

Receives guests and performs other duties in residence of employer: Receives and announces guests. Answers telephone and delivers messages. Assists servants to set table and serve meals, or sets table and serves meals personally. Mixes and serves cocktails and other beverages. Supervises and co-ordinates activities of cooks, cleaners and other domestic workers, if required. Chauffeurs and gardens, if required.

GED: 3 SVP: 3 PA: L 4 EC: I DPT: 6 6 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
3	4	4	4	4	4	4	4	4	4	2	1

6142-114 SERVANT, PERSONAL (pers. serv., n.e.c.)

Attends to personal needs and requests of employer: Cleans, presses, mends and lays out employer's clothing. Prepares bath for employer. Assists employer with personal grooming and dressing. Answers telephone and doorbell and takes messages or directs callers to employer. Runs errands such as posting letters, paying bills and delivering and picking-up laundry. Tidies employer's private living quarters. Changes bed linen and makes beds. Serves meals in employer's private quarters. Mixes and serves drinks. Makes arrangements for travel and packs employer's clothes. Drives car and accompanies employer on trips, if required.

GED: 3 SVP: 3 PA: L 4 EC: I DPT: 6 7 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	4	4	4	4	4	4	4	4	2	3

6142-118 DOMESTIC COUPLE (pers. serv., n.e.c.)

Performs domestic and maintenance duties in employer's household: Performs duties similar to 6142-110 HOUSEKEEPER (pers. serv., n.e.c.), 6149-146 HANDYMAN/WOMAN (pers. serv., n.e.c.), 6142-130 SERVANT, DOMESTIC (pers. serv., n.e.c.), and 6142-112 BUTLER (pers. serv., n.e.c.).

6142-126 COMPANION (pers. serv., n.e.c.)

Provides elderly, handicapped or convalescent person with care and companionship: Assists employer with personal needs, such as dressing and washing. Prepares and serves meals to employer. Reads, converses or plays games with employer. Gives employer simple medications. Lifts employer in and out of bed and wheelchair and pushes employer about in wheelchair. Accompanies employer on trips and outings. Drives employer's car, if required. Transacts social and business affairs for employer, if required.

GED: 3 SVP: 2 PA: L 4 5 6 EC: I DPT: 6 7 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	4	4	4	4	4	4	4	5	3	1

6142-130 SERVANT, DOMESTIC (pers. serv., n.e.c.)

Keeps private home clean and orderly: Sweeps and vacuums floors. Dusts and cleans furniture. Cleans and polishes silverware. Cleans and polishes glass, metal, wood or marble surfaces. Washes dishes and cleans kitchen utensils and equipment. Cleans and disinfects washroom fixtures. Changes linen and makes beds. Washes, irons and mends garments and household articles. Cooks meals or assists in their preparation, if required. Sets table and serves meals and refreshments. Performs other routine duties, such as answering telephone and doorbell and taking messages. Babysits children if required. Washes and waxes floors if required.

GED: 2 SVP: 3 PA: L 3 4 EC: I DPT: 6 7 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	4	4	4	4	4	4	4	4	3	1

6142-199 HOUSEKEEPERS, SERVANTS AND RELATED OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with performing housekeeping duties in private homes, and related occupations not presently classified in Unit Group 6142.

6143-BARBERS, HAIRDRESSERS AND RELATED OCCUPATIONS

This unit group includes occupations concerned with cutting, shampooing, colouring, weaving and styling hair; cleaning, shaping and polishing fingernails; applying cosmetics; and giving other beauty treatments to alter the appearance of

individuals. Owners and managers of establishments providing these services, on their own behalf or in partnership as working proprietors, or managing these establishments on behalf of others, are classified in this unit group.

6143-110 MAKE-UP ARTIST (amuse. & rec.; pers. serv., n.e.c.)

Applies make-up to performers to alter or enhance their appearance in accordance with their roles, character, period, setting and situation: Consults experts or examines sketches, photographs and plaster models in period files to obtain image of character to be depicted. Determines make-up to be used and ensures artistic unity of make-up with settings and costumes, in consultation with production officials. Confirms plans with production officials. Designs prostheses of rubber or plastic. Requisitions cosmetics and make-up materials. Applies prostheses, cosmetics and make-up to change such physical characteristics of performer as facial features, skin texture, body contours and dimensions, and to produce effect appropriate to character and situation. Reapplies or restores make-up during pauses in filming or between scenes of play. Styles natural hair, wigs and hairpieces.

GED: 4 SVP: 6 PA: L 4 7 EC: I DPT: 2 7 4

APT.													INT.	TEMP.				
G	V	N	S	P	Q	K	F	M	E	C								
3	3	4	3	2	4	3	3	3	5	2			2	8	0	9	X	5

6143-114 BARBER (pers. serv., n.e.c.)

Provides customers with barbering services: Cuts and trims hair according to customer preference or particular style, using clippers (hand or electric), scissors, razors, combs and brushes. Shaves customers and trims and shapes beard and moustache. Shampoos hair and gives other hair treatments, such as waving, straightening, tinting and applying hair dressings. Dries hair, using hair blower. Styles hair, using hair blower and brush. Advises customers on hair problems and recommends hair pieces, wigs, grooming products and processes. Gives facial and scalp conditioning massages. Collects fees and records transactions.

GED: 3 SVP: 6 PA: L 4 7 EC: I DPT: 3 7 4

APT.													INT.	TEMP.				
G	V	N	S	P	Q	K	F	M	E	C								
3	3	4	4	3	4	3	3	3	5	4			2	3	0	9	5	

6143-115 BARBER APPRENTICE (pers. serv., n.e.c.)

Performs duties of 6143-114 BARBER (pers. serv., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, 02-010 APPRENTICE (any ind.).

6143-118 HAIRDRESSER (pers. serv., n.e.c.)

Provides hairdressing and hair-styling services in beauty establishment: Suggests hair style compatible with physical features of customer and current fashions, or determines style from instructions of customer. Shampoos and rinses hair. Cuts, trims, tapers and shapes hair, using scissors, razor and clippers. Massages scalp and gives other hair and

scalp conditioning treatments. Styles hair, using brush, comb, rollers, clips, bobby pins, curling iron and blowdryer. Waves hair using permanent wave and similar solutions, curlers, rods and other equipment. Applies bleach, tint, dye, or rinses to color, frost or streak hair. Straightens hair using chemical solutions. Advises customer on beauty care treatments for scalp and hair. Books future appointments. Collects payment and cleans work areas and instruments, if required. Blocks, cleans, colors, adjusts, curls and cuts wigs and hair pieces. Performs manicures, pedicures and facials. Directs other workers as required.

GED: 3 SVP: 6 PA: L 4 7 EC: I DPT: 3 7 4

APT.													INT.	TEMP.				
G	V	N	S	P	Q	K	F	M	E	C								
3	3	4	4	2	4	3	2	3	5	2			2	8	0	9	X	5

6143-119 HAIRDRESSER APPRENTICE (pers. serv., n.e.c.)

Performs duties of 6143-118 HAIRDRESSER (pers. serv., n.e.c.) on a progressive basis according to training schedule. See also definition for term title, 02-010 APPRENTICE (any ind.).

6143-122 ELECTROLOGIST (pers. serv., n.e.c.)

Applies electrical current to remove unwanted hair from patron's skin: Selects and positions sterile needles into holders of short-wave electrical equipment. Swabs alcohol or antiseptic solution on area of skin to be treated, to sterilize area, before and after inserting needle. Places electrode or wet sponge in patron's hand, immerses patron's fingers in water-filled electrode cup or follows similar procedure to complete circuit and stabilize current when employing galvanic electrolysis method. Adjusts controls of electrical equipment to select appropriate duration and intensity of electric discharge. Inserts needle into hair follicle and papilla while looking through magnifying lens and depresses pedal or switch to allow electrical current to flow. Removes needle and lifts hair from follicle, using tweezers. Cleans and disinfects equipment with antiseptic solution. Applies compresses, ointments, creams and lotions to treated area.

GED: 4 SVP: 5 PA: L 4 7 EC: I DPT: 3 7 1

APT.													INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C							
3	3	4	4	2	4	3	2	3	5	4			2	9	5	Y	

6143-123 ESTHETICIAN (pers. serv., n.e.c.)

Provides facial and body care treatment in beauty establishment: Examines client's skin and interviews client to determine type of treatment and product to be used. Cleans client's face with creams, lotions, water and sponges. Steams and softens facial skin, using electric vaporizer containing water and medicaments. Applies oils to face and neck and massages, using hands and electrical devices. Treats oily or acne-prone skin, using electrical equipment. Applies facial mask and removes with warm towel or sponge and water. Applies body mask to treat blemishes or dry skin. Treats fatty deposits (cellulite) on thighs, hips and arms, using body mask, electrical equipment or massage techniques. Spreads depilatory wax or enzyme mixture over legs or other parts of body, and lifts preparation from skin to remove unwanted hair. Gives manicures and pedicures. Plucks eyebrows to shape them and tints them if desired. Applies make-up such as creams,

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powder, rouge, lipstick and eyeshadow to enhance appearance of client. Recommends cosmetic processes and preparations and sells cosmetic substances to clients. Refers customers with serious skin problems to dermatologist.

GED: 3 SVP: 5 PA: L 4 7 EC: I DPT: 3 7 4

APT.												INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C			
3	3	4	4	<u>3</u>	4	<u>3</u>	<u>3</u>	<u>3</u>	5	<u>2</u>		2	9 5

6143-124 NAILS AND LASHES APPLICATOR (pers. serv., n.e.c.)

Builds artificial fingernails and applies false eyelashes to customers of beauty establishment:

Washes customer's hands with soap and water and removes nail polish, using cotton pad and acetone. Roughens surface of nails using electric rotary tool. Fits foil forms under and around sides of fingernails. Brushes several coats of acrylic chemical mixture over nail and foil to build up artificial nail. Allows acrylic to harden and peels foil from beneath acrylic and fingernail. Smooths, shapes and buffs artificial nails, using emery board, diamond dust file or electric tool with changeable bits. Rubs cuticle oil into artificial nails and brushes nail polish onto surface of nails. Touches up gaps between cuticle and artificial nails when required, using acrylic mixture and fine brush. Removes eye make-up from customer's eyelids. Removes previously applied eyelashes with solvent. Applies artificial eyelashes to eyelids, using tweezers and hypoallergenic adhesive. Collects and records payment from customer, if required. Cleans work place and washes files, bits and tweezers with antiseptic solution.

GED: 3 SVP: 3 PA: L 4 7 EC: I DPT: 6 7 4

APT.												INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C			
3	4	4	<u>4</u>	<u>3</u>	5	<u>3</u>	<u>3</u>	<u>3</u>	5	4		2 3	5 2

6143-125 HAIR WEAVER (pers. serv., n.e.c.)

Weaves thread and client's hair around edge of client's bald spot and sews hairpiece to woven base:

Cuts three equal lengths of nylon thread and knots threads together at one end. Braids individual hairs at edge of client's bald spot with nylon thread to form circle of tight, firm braid close to client's scalp. Positions hairpiece on client's head and sews base of hairpiece to braided base on client's scalp, using needle and continuous or single stitches. Combs or brushes hair to give finished appearance. Advises client concerning care of hairpiece.

GED: 3 SVP: 3 PA: L 4 7 EC: I DPT: 6 7 4

APT.												INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C			
3	4	5	4	4	5	<u>3</u>	<u>3</u>	<u>4</u>	5	5		2 3	5 2

6143-126 MANICURIST (pers. serv., n.e.c.)

Cleans, shapes and polishes finger and toe nails:

Removes previously applied nail polish, using liquid polish remover and swabs. Softens nail cuticles with warm, soapy water and cuticle softeners. Pushes back softened cuticles using cuticle knife or pusher,

and trims cuticles, using scissors or clippers. Removes callouses and dead skin from feet, using scraper and pedisponge. Whitens underside of nails with white paste or pencil to clean and improve appearance of nails. Shapes and smooths nail edges, using scissors, clippers, files and emery board. Applies liquid polish onto nails with brush. Cleans and sterilizes equipment.

GED: 2 SVP: 3 PA: S 4 EC: I DPT: 6 7 4

APT.												INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C			
4	4	5	4	<u>3</u>	5	<u>3</u>	<u>3</u>	<u>3</u>	5	<u>4</u>		2 3	5 2

6143-130 SCALP TREATMENT SPECIALIST (pers. serv., n.e.c.)

Administers hair and scalp conditioning treatments to patrons for hygienic or remedial purposes:

Shampoos and steams hair and scalp of patron to clean and remove excess oil, using soap, rinses and hot towels. Applies medicated lotions and massages scalp, using hands and vibrating equipment, to increase blood circulation, promote growth of hair and to relieve conditions such as falling hair and diseased or itchy scalp. Refers customer to physician if serious scalp disorders are suspected. Washes utensils in antiseptic solutions. Keeps records of treatments. Recommends hair treatment preparations for sale on premises.

GED: 3 SVP: 3 PA: L 4 EC: I DPT: 6 7 4

APT.												INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C			
3	3	4	4	<u>3</u>	4	<u>3</u>	<u>3</u>	<u>3</u>	5	4		2 3	3 5

6143-134 BEAUTY-SALON ATTENDANT (pers. serv., n.e.c.)

Shampoos, rinses and conditions customer's hair and distributes supplies in hairdressing establishment:

Seats customer at sink and places towel and protective bib around customer's neck. Shampoos customer's hair and rinses with water. Applies conditioners and rinses. Mixes and applies tints, and rinses and neutralizes permanent wave treatments under supervision of 6143-118 HAIRDRESSER. Seats customer under stationary dryer, and removes net and rollers when hair is dry. Mixes shampoos and conditioners from concentrate and refills shampoo and conditioner bottles from stock bottle. Distributes supplies such as combs, rollers, scissors, towels, shampoo and conditioners to work stations. Washes equipment with antiseptic soap, and sweeps and tidies work areas. Washes utensils in antiseptic solutions. Washes and dries towels, using automatic washer and dryer.

GED: 2 SVP: 2 PA: L 3 4 EC: I DPT: 6 7 7

APT.												INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C			
4	4	5	4	4	5	<u>4</u>	<u>4</u>	<u>4</u>	5	5		2 3	2 3

6143-199 BARBERS, HAIRDRESSERS AND RELATED OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with cutting and styling hair, and related occupations not presently classified in Unit Group 6143.

6144-GUIDES

This unit group includes occupations concerned with escorting individuals and groups on sightseeing visits, travel tours and excursions, and describing points of interest. Mountaineering, hunting and fishing guides are classified in Unit Group 3719, OTHER OCCUPATIONS IN SPORT AND RECREATION.

6144-110 GUIDE, TRAVEL (pers. serv., n.e.c.)

Escorts groups of tourists on journeys to ensure that prepared tour schedules are met and that transportation and accommodation are adequate:

Reviews itinerary and schedule of tour with travel agency. Confirms reservations on ships, airplanes, buses and other modes of transportation. Arranges for handling of baggage. Makes or confirms reservations for dining facilities and recreational activities, according to itinerary and schedule. Accompanies tour group and describes points of interest. Makes financial settlements with hotels and others for services provided to tour group, if required. Reports complaints about itinerary, service or accommodations to travel agency.

GED: 3 SVP: 3 PA: L 5 EC: B DPT: 3 6 8

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>3</u>	4	4	4	<u>3</u>	5	5	5	5	4			2	6				

6144-114 GUIDE, SIGHTSEEING (pers. serv., n.e.c.)

Transports or escorts sightseers on tours within specific areas and describes points of interest:

Collects fees or tickets, and plans refreshment and rest stops. Drives sightseeing bus, limousine or boat or accompanies sightseers in boat or vehicle. Points out and explains interesting features along tour route using public address system or megaphone. Stops vehicle at establishments such as art galleries, museums, and government buildings, to permit sightseers to be escorted through buildings.

GED: 2 SVP: 3 PA: L 4 5 7 8 EC: B DPT: 6 6 3

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>3</u>	4	<u>3</u>	4	4	<u>3</u>	5	<u>3</u>	<u>3</u>	4			2	6	3		2	5

6144-118 GUIDE, ESTABLISHMENT (pers. serv., n.e.c.)

Transports or escorts people through establishments, such as museums, industrial plants and public and historical buildings, and describes features of interest:

Operates vehicle to transport patrons, or leads way on foot along specific route and explains points of interest, such as size of establishment, historical data and operations and equipment peculiar to establishment. Answers questions and supplies information or literature about exhibits or places visited. Ensures that visitors conform to regulations concerning safety and good conduct. Operates slide or film projector and works in establishment information booth between tours, if required.

GED: 3 SVP: 3 PA: L 4 5 7 8 EC: B DPT: 6 6 3

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>3</u>	4	4	4	4	4	4	4	4	4			2	6			2	5

6144-199 GUIDES, N.E.C.

This group includes occupations, not elsewhere classified, concerned with escorting people and looking after their comfort on trips, and related occupations not presently classified in Unit Group 6144.

6145-TRAVEL AND RELATED ATTENDANTS, EXCEPT FOOD AND BEVERAGE

This unit group includes occupations concerned with arranging for recreational activities and attending to the comfort and safety of passengers on airplanes, ships, trains, buses and in hotels. FOOD AND BEVERAGE SERVING OCCUPATIONS are classified in Unit Group 6125.

6145-110 SOCIAL DIRECTOR (amuse. & rec.)

Plans and organizes recreational activities and creates friendly atmosphere for guests of establishments, such as hotels or resorts and aboard passenger ships:

Greets new arrivals, introduces them to other guests and acquaints them with recreational facilities. Encourages guests to participate in group activities and social functions. Ascertains interests of group and evaluates available equipment and facilities to plan activities, such as parties, games, dances, field trips or excursions. Arranges for activity requirements, such as transportation and entertainment, and directs workers in decorating, serving refreshments and setting up equipment. Participates in group activities and social functions.

GED: 3 SVP: 4 PA: L 5 EC: B DPT: 1 6 7

APT.											INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C					
<u>3</u>	<u>3</u>	4	4	4	4	4	4	4	5	5	2	5			
												5	4	1	9

6145-114 PURSER (air trans.)

Directs activities of airliner cabin crew and ensures that services are provided for the comfort and safety of passengers:

Obtains copy of flight plan, passenger list and other materials from operations office prior to flight. Boards aircraft, checks cabin supplies and requisitions required items. Assigns duties to flight attendants, such as greeting passengers, explaining safety equipment, providing flight information and serving meals. Supervises cabin services and assists in distribution of meals and beverages. Informs passengers of Customs and Immigration procedures. Requests individual passengers to comply with smoking and safety regulations. Remedies complaints of passengers and flight attendants. Receives reports from flight attendants and prepares records related to en route service.

GED: 3 SVP: 3 PA: L 2 3 4 5 6 EC: I 5 6 7 DPT: 3 3 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>3</u>	4	4	4	<u>3</u>	4	4	4	<u>3</u>	5			2				5	8

MAJOR GROUP 61

6145-118 FLIGHT ATTENDANT (air trans.)

Provides personal services to passengers on airliner to make their trip safe and enjoyable:

Greets passengers boarding aircraft and directs them to seats. Explains use of safety equipment, such as seat belts, oxygen masks and life jackets. Ensures that seat belts are fastened and no smoking regulations are observed. Distributes reading material, audio headsets, pillows and blankets upon request. Answers inquiries. Serves meals and beverages. Serves alcoholic beverages and collects payment. Observes passengers during flight to detect signs of discomfort, such as airsickness or nervousness and administers minor medical aid if necessary. Assists passengers in emergencies according to established procedures. Reports routine information, such as meal and beverage inventories, first aid supplies issued, and lost and found articles.

GED: 3 SVP: 3 PA: L 2 3 4 5 6 EC: I 5 6 7 DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>3</u> 4 4 4 <u>3</u> 4 4 <u>3</u> <u>3</u> 5	2	5 8

6145-122 PASSENGER ATTENDANT, SHIP (water trans.)

Attends to comfort of passengers aboard ship:

Cleans passengers' and crews' cabins, lounges, dining-rooms and washrooms, using vacuum cleaner, broom, mop and dust cloths. Changes linens and towels and makes beds and berths. Replenishes expendable supplies. Answers enquiries. Directs passengers, and carries baggage to and from assigned state rooms and cabins. Serves food and beverages to passengers and crew. Washes dishes and assists other workers in kitchen. Demonstrates donning of life jackets during boat drill.

GED: 2 SVP: 3 PA: L 2 3 4 EC: I DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 5 <u>4</u> 4 <u>3</u> 4 5	3 1	3 5

6145-199 TRAVEL AND RELATED ATTENDANTS, EXCEPT FOOD AND BEVERAGE, N.E.C.

This group includes occupations, not elsewhere classified, concerned with providing personal services to passengers on airplanes, ships, trains, buses and in hotels, and related occupations not presently classified in Unit Group 6145.

6147-CHILD-CARE OCCUPATIONS

This unit group includes occupations concerned with caring for children in private homes, private or government institutions, or recreational establishments during the absence of parents or guardians, and with helping parents to care for children.

6147-110 BABYSITTER (pers. serv., n.e.c.)

Supervises children in private home or recreational establishment; and attends to their personal needs:

Receives instructions from agency employer. Protects, assists, comforts and amuses children as required. Organizes games, activities and outings to provide amusement and exercise. Prepares and serves meals to children according to instructions. Diapers infants and assists children in personal care and hygiene. Washes and dries dishes used for feeding children. Observes children at play and rest to ensure their security and safety. Tidies children's play and living areas.

GED: 3 SVP: 2 PA: M 3 4 5 6 EC: I DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>4</u> <u>4</u> 4 4 4 5 <u>4</u> 4 <u>4</u> 5 5	4 3	5 3

6147-114 CHILDREN'S NURSE, PRIVATE HOUSEHOLD (pers. serv., n.e.c.)

Cares for child or children while living in private home, overseeing and regulating all activities:

Awakens children and ensures they are dressed and washed appropriately for day's activities, assisting younger children as required. Prepares and serves children's meals according to direction of parents. Sterilizes bottles and prepares and administers formula according to schedule of new-born infants. Feeds or assists children to eat, according to their age and needs. Controls diet, hygiene, rest periods and sleeping time of younger children and supervises study periods of older children. Instructs children in personal care and hygiene. Washes, irons and mends children's clothing. Arranges, directs or participates in children's recreational activities. Tidies children's play and living areas. Reports and discusses with parents any material needs, health or discipline problems. Disciplines children as directed by parents. Cares for sick children, when required.

GED: 3 SVP: 4 PA: M 3 4 5 6 EC: I DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>3</u> <u>4</u> 4 4 4 5 4 4 4 5 5	4	5 9 4

6147-118 CHILD-CARE ATTENDANT (pers. serv., n.e.c.)

Cares for children housed in private or government institution, under supervision of superintendent of home:

Awakens children each morning and ensures that they are dressed, fed and ready for school or other activity. Instructs children in good health and personal habits. Arranges for and directs recreational activities. Participates and gives instruction to children in games. Reports disciplinary problems to superintendent of home, and recommends, assists in or carries out disciplinary action or remedial measures.

GED: 3 SVP: 3 PA: M 2 3 4 5 6 EC: I DPT: 6 7 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
<u>4</u> <u>4</u> 4 4 4 5 <u>4</u> 4 <u>4</u> 5 5	4 3	5 9

6147-122 DAY-CARE WORKER, INFANTS (pers. serv., n.e.c.)

Supervises rest periods, play activities, feeding and hygiene of infants and toddlers at day care centre:

Greets children, removes and hangs up their outdoor clothing, and notes attendance. Feeds infants, using formula brought by parents or milk poured into sterilized bottles. Supervises and assists toddlers at self-feeding, and feeds babies solid foods, using small spoon. Diapers children, rinses dirty diapers and places them in receptacle for diaper service pick-up. Changes bedding in cribs. Carries or leads children to and from play yard and lays children in cribs for naps. Supervises children's play areas and sleeping room. Washes hands and faces of children after play and before meals and naptimes, and bathes them completely if necessary. Maintains positive attitude and consistent behaviour, and shows loving care to assist in emotional development of children. Provides toys and opportunities for self expression to aid intellectual and physical development of children. Contacts child's parent if child becomes ill. Administers medicine as directed by child's parents, when required. Cleans and tidies children's areas, as required. Attends meetings and workshops.

GED: 3 SVP: 3 PA: M 2 3 4 5 6 EC: I DPT: 6 7 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>			4	3		2	3	5

6147-126 FOSTER PARENT (pers. serv., n.e.c.)

Rears child or children in own home as family member:

Oversees children's activities and regulates diet, recreation, rest periods and sleeping time. Instructs children in good personal and health habits. Assigns minor household duties to children to develop sense of responsibility. Assists children with school homework, as necessary. Feeds, bathes, dresses and undresses young children. Washes and irons clothing. Accompanies children on outings and walks. Tries to institute correct and moral behaviour in children and takes disciplinary action when children misbehave. Takes children to doctor and dentist for check-ups and treatments. Works under supervision of welfare agency and consults them when difficult problems arise. Prepares periodic reports for use by welfare agency concerning progress and behaviour of children. Regulates relatives' visits to children.

GED: 3 SVP: 3 PA: L 2 3 4 5 6 EC: B DPT: 6 3 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>			4			5	4	

6147-130 PARENT'S HELPER (pers. serv., n.e.c.)

Assists parent to supervise, feed and care for child or children and to perform household tasks:

Receives instructions from parent regarding care of children and house. Washes, dresses and supervises children according to their age and needs. Washes and dries dishes. Sets table, serves meals and assists in feeding children as required. Helps to prepare family meals, using kitchen utensils and electric appliances. Makes beds and changes bedding as required. Dusts, vacuums and cleans furniture, using appliances, cloths and cleaning solutions. Washes, dries and irons linens and clothing. Drives client's car to take children to various activities or conduct errands as required.

GED: 2 SVP: 2 PA: M 3 4 5 6 EC: I DPT: 6 7 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>			4	3		2	3	5

6147-199 CHILD-CARE OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with caring for children, and related occupations not presently classified in Unit Group 6147.

6149-OTHER PERSONAL SERVICE OCCUPATIONS

This unit group includes other occupations concerned with providing personal services, such as tattooing; keeping private homes clean and in good condition; acting as attendant at locker rooms; ushering; massaging; and performing other related duties.

6149-126 TATTOO ARTIST (pers. serv., n.e.c.)

Tattoos designs on customers, using electric needles and chemical dyes:

Consults with customer to select tattoo design. Draws original design on paper, traces design onto plastic sheet and cuts out design using stylus and knife, to form pattern or stencil. Shaves, washes with germicidal solution, and applies vaseline to area of skin to be tattooed. Rubs special charcoal into plastic and presses charcoal-coated plastic engraving onto skin of patron to mark outline of design. Mixes chemical dyes according to formula. Selects appropriate needle according to part of design being tattooed, such as outline or shading. Dips needle into chemical dye and inserts needle into skin, following design outline. Covers tattooed area with sterile dressing. Sterilizes needles in autoclave or in alcohol solution. Adjusts and repairs needled electric tool, using hand tools such as screwdrivers and pliers.

GED: 2 SVP: 4 PA: S 4 7 EC: I DPT: 6 7 1

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	4	3	<u>3</u>	4	<u>3</u>	<u>3</u>	<u>3</u>	5	<u>3</u>			9	2		9	Y	

6149-138 MASSEUR/MASSEUSE (pers. serv., n.e.c.)

Massages customers and administers other body-conditioning treatments for hygienic or remedial purposes, in thermal bathhouses, health clubs and similar establishments:

Applies alcohol, lubricants or other rubbing compounds to client's body. Massages client's body to stimulate blood circulation, relax contracted muscles and relieve fatigue, using hands, brushes, vibrators and other equipment and techniques, such as stroking, kneading, rubbing and manipulating flesh. Assists customer into tub or onto bench, slab or table in dry heat or steam room. Administers steam or dry heat, ultraviolet or infra-red rays, or water treatments as requested by client or medical counsel. Adjusts thermostat and turns steam valve or sprinkles water on heated rocks to control temperature and humidity. Splashes soapy water on customer's body, and scrubs body with brush, mitt or sponge to clean body and remove dead skin. Splashes clear water on body to remove soap. Records customer's treatments. Cleans equipment and massage area.

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GED: 2 SVP: 3 PA: M 4 EC: I DPT: 6 7 4

APT.												INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C			
4	4	4	4	4	4	<u>3</u>	<u>3</u>	<u>3</u>	5	5		3 2	2 3

6149-146 HANDYMAN/WOMAN (pers. serv., n.e.c.)

Cleans, paints, repairs and maintains private home, rooming house or small apartment building:

Repairs broken windows, screens, doors, fences, shelves, cupboards and other articles requiring minor repairs. Replaces light bulbs and fuses, repairs switches, resets circuit breakers and performs other minor electrical jobs. Performs minor plumbing jobs, such as repairing leaky faucets and clearing clogged drains. Washes windows, walls and lavatory fixtures, and washes, waxes and polishes floors. Paints, varnishes or stains interior and exterior surfaces, such as walls, ceilings, baseboards and fences. Sweeps and hoses down sidewalks and driveways, and removes snow, using salt and snowblower or shovel. Gathers litter, mows and rakes lawns and cultivates flower beds, gardens and shrubbery. Tends furnace, and cleans or replaces furnace and air-conditioner filters.

GED: 2 SVP: 2 PA: M 2 3 4 EC: B DPT: 6 8 4

APT.												INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C			
4	4	4	<u>4</u>	<u>4</u>	5	<u>4</u>	<u>4</u>	<u>3</u>	<u>4</u>	5		3 1	2 3

6149-150 LOCKER-ROOM ATTENDANT (pers. serv., n.e.c.)

Assigns dressing-room facilities, locker space and supplies to patrons of athletic or bathing establishments:

Checks membership cards for expiry date. Issues dressing-room or locker key, athletic equipment, bathing suits and other supplies, such as soap and towels. Records list of equipment issued and inspects returned equipment for damage. Receives patron's valuables and

clothing, issues claim check and returns valuables and clothing upon receipt of claim check. Collects soiled linen and performs cleaning tasks, such as mopping dressing-room floors and washing shower walls. Checks facilities such as whirlpool and steam bath, for malfunction or damage. Collects fees for use of facilities, equipment and supplies. Sells sports equipment and maintains daily ledger of transaction.

GED: 2 SVP: 2 PA: L 4 EC: I DPT: 6 7 7

APT.												INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C			
4	4	<u>4</u>	5	4	<u>4</u>	<u>4</u>	4	<u>4</u>	5	5		3 1 2	2 3

6149-154 USHER (pers. serv., n.e.c.)

Assists patrons in locating seats at entertainment events and performs other related duties:

Announces availability of seats, starting time and length of performance. Checks ticket stubs for code indicating location of reserved seats, and directs patrons to them. Advises patrons of location and availability of unreserved seats. Distributes programs. Assists patrons in locating facilities such as telephones and rest rooms. Informs patrons of establishment regulations concerning smoking and drinking. Assists patrons in searching for lost articles. Relays patrons' complaints to supervisor. Replaces personnel on duty at locations such as candy bar, cloakroom and box office, if required.

GED: 2 SVP: 2 PA: L 4 5 EC: B DPT: 6 7 7

APT.												INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C			
4	4	4	5	<u>4</u>	4	4	4	4	4	5		3 1 2	2 3

6149-199 PERSONAL SERVICE OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with providing domestic and personal services, and related occupations not presently classified in Unit Group 6149.

616 – APPAREL AND FURNISHINGS SERVICE OCCUPATIONS

This minor group includes occupations, primarily found in service establishments, concerned with laundering and dry cleaning clothes, pressing cloth and other articles, and dyeing apparel and textile furnishings. Managers of large departmentalized apparel and furnishings establishments are classified in Unit Group 1142, SERVICES MANAGEMENT OCCUPATIONS. APPAREL AND FURNISHINGS SERVICE OCCUPATIONS are classified in the following unit groups:

- 6160 Supervisors, Apparel and Furnishings Service Occupations
- 6161 Laundering Occupations
- 6163 Dry-Cleaning Occupations
- 6165 Pressing Occupations
- 6169 Other Apparel and Furnishings Service Occupations

6160-SUPERVISORS, APPAREL AND FURNISHINGS SERVICE OCCUPATIONS

This unit group includes occupations as described under the master titles, 01-180 MANAGING SUPERVISOR (any ind.)

and 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.), providing laundering, dry cleaning, pressing and related services on own or owner's behalf or in partnership; or with supervising and co-ordinating the activities of workers engaged in laundering, dry cleaning, pressing and other related activities. Managers of large departmentalized apparel and furnishings establishments are classified in Unit Group 1142, SERVICES MANAGEMENT OCCUPATIONS.

6160-110 MANAGING SUPERVISOR, LAUNDERING, DRY-CLEANING AND FUR-CLEANING ESTABLISHMENT (laund., clean. & press.)

Plans, organizes, directs and controls the operations of laundering, dry-cleaning or fur-cleaning establishment on own or owner's behalf or in partnership, and supervises and co-ordinates activities of subordinate workers:

Performs duties as described under master title, 01-180 MANAGING SUPERVISOR (any ind.). Plans, directs and controls the organization, administration and operation of organizational units such as dry-cleaning, fur-cleaning, laundering, ironing, pressing and delivery departments. Determines standards and production rates in accordance with company policy, type of equipment used and work loads. Confers with company officials and sales representatives to plan for improved services and new equipment and materials.

DPT: 1 3 8

6160-114 FOREMAN/WOMAN, LAUNDERING, DRY-CLEANING AND PRESSING OCCUPATIONS (laund., clean. & press.)

Supervises and co-ordinates activities of workers engaged in washing, drying, dry cleaning, ironing and pressing garments and household furnishings in commercial laundries and dry-cleaning and fur-cleaning establishments (Unit Groups 6161, 6163, 6165, 6169 and 6198): Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.). Oversees workers who operate washing, dry-cleaning or fur-cleaning machines; dry-clean articles by hand; remove spots and stains; and smooth and shape garments and fabrics, using hand iron or pressing or ironing machine.

DPT: 1 3 8

6160-199 SUPERVISORS, APPAREL AND FURNISHINGS SERVICE OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with managing and supervising the laundering and dry cleaning of clothes, and related occupations not presently classified in Unit Group 6160.

6161-LAUNDERING OCCUPATIONS

This unit group includes occupations concerned with washing garments and textile furnishings, and related occupations in commercial service establishments.

6161-110 WASHING-MACHINE OPERATOR (laund., clean. & press.)

Tends one or more machines that wash industrial, commercial or household articles:

Loads machines with articles requiring identical treatment. Sets machine dials or inserts pre-programmed computer card into machine to control time and temperature and dispenses detergent, water, bleach and other cleansers. Removes articles from washer, and loads into handcars. Pushes handcars to extractors and dryers. Loads and operates extractors and dryers, if required. Hand-washes, starches, wrings and blocks delicate articles, if required.

GED: 2 SVP: 3 PA: M 3 4 EC: I 4 DPT: 6 8 6

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	4	4	4	5	<u>4</u>	4	<u>3</u>	5	4	9 3 1 2 3 Y

6161-114 LAUNDERER (laund., clean. & press.)

Washes, dries, irons and packages articles in laundry establishment: Sorts articles to be washed, on work table or in basket on floor. Rubs or brushes chemical solutions on articles to remove stains. Loads articles in automatic washer and adds washing compounds such as detergents, rinses and bleaches. Turns dials to set required cycle and to activate washer. Hand washes special articles. Feeds articles into hand wringer or wrings by hand. Loads articles into automatic dryer and turns dials to set and activate drying cycle, or hangs articles on rack to dry. Irons laundry, using hand iron. Folds packages and tickets laundry.

GED: 2 SVP: 3 PA: M 3 4 EC: I 4 DPT: 6 8 6

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	4	4	<u>4</u>	5	<u>3</u>	4	<u>3</u>	5	4	9 3 1 2 3 Y

6161-126 CONTINUOUS-TOWEL ROLLER (laund., clean. & press.)

Tends machine that winds washed towels into rolls preparatory to ironing or packaging:

Wraps end of towel around roller by hand and places ends of roller into slots of machine. Pushes clutch bar gate until it latches to put tension on towel. Pushes and pulls clutch bar to start and stop machine. Inspects towel for stains and holes while it is being wound onto roll. Secures end of rolled towel with tape. Lifts rolled towel from machine, and places into cart.

GED: 1 SVP: 2 PA: M 4 EC: I DPT: 6 8 5

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	5	<u>4</u>	<u>4</u>	5	<u>4</u>	4	<u>4</u>	5	5	3 1 9 2 3

6161-130 EXTRACTOR OPERATOR (laund., clean. & press.)

Tends machine that extracts water from washed laundry:

Arranges articles in baskets or canvas bags to ensure even loading of machine. Places wet articles in extractor by hand or operates power hoist to lift, position and lower laundry bag or basket into extractor.

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Removes hook manually from sling straps holding bag or basket to hoist. Closes extractor cover, sets timer and presses switch to activate machine. Observes light to determine when drying cycle is finished. Closes valve and presses switch to stop machine, and opens extractor cover. Re-attaches hook to sling straps, raises laundry bag or basket from extractor using hoist, and positions hoist over laundry cart or conveyor belt. Pulls release cord on bottom of bag or pulls basket door catch to dump laundry into laundry cart, conveyor belt or tumble-dryer. Pushes laundry carts, if used, to finishing area.

GED: 2 SVP: 2 PA: M 4 EC: I 4 DPT: 6 8 6

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	5	4	4	5	<u>4</u>	4	<u>4</u>	5	5			3	1	9		2 3	

6161-134 LAUNDROMAT ATTENDANT (laund., clean. & press.)

Provides assistance and service to customers and keeps self-serve laundromat clean and orderly:

Explains use of washers, dryers and dry-cleaning machines to customers. Receives cash, makes change and issues tokens. Replenishes vending machines with laundering supplies. Cleans interiors and exteriors of washers and dryers, using cloths and cleaning solutions, and puts dry-cleaning machine through cycle to clean interior. Weighs articles to be cleaned in dry-cleaning machine, and receives and tickets articles for cleaning in outside dry-cleaning establishment. Places articles in dry-cleaning machine. Inserts key or tokens to lock, activate and unlock dry-cleaning machine. Removes dry-cleaned articles and places on hangers. Assists customer when machines break down and informs repair department of breakdown. Records information such as meter readings and cash transactions. Vacuums, mops, dusts and cleans laundromat.

GED: 2 SVP: 2 PA: M 3 4 EC: I DPT: 6 7 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	<u>4</u>	4	4	4	<u>4</u>	4	<u>4</u>	5	5			3	1	9		2 3	

6161-136 WASHING-MACHINE-EXTRACTOR OPERATOR (laund., clean. & press.)

Tends one or more washing-machine extractors that wash and spin-dry laundry:

Scoops and measures appropriate amounts of alkaline compound, soap, bleach and conditioner into containers attached to machine. Turns knob on side of machine to set automatic timer for length of operation. Loads first compartment of machine with laundry, closes and locks door of compartment and turns switch to move next compartment into view for loading. Shuts outer door and turns wheel on door to secure it. Presses switch to start machine. Watches suds level in window of machine to determine if additional soap is needed. Waits for whistle and light indicating end of cycle, and presses switch to turn off machine. Rotates wheel to release pressure and open door. Turns switch to move compartments into unloading position and unloads contents of compartments into laundry hamper. Pushes laundry hamper to ironing and finishing area. Greases and cleans washing-extractor machine, using oil, hand tools and cloths.

GED: 2 SVP: 2 PA: M 3 4 EC: I 4 DPT: 6 8 6

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	5	4	4	5	<u>4</u>	4	<u>4</u>	5	5			3	1	9		2 3	

6161-140 CONTINUOUS-TOWEL UNROLLER AND TIER (laund., clean. & press.)

Tends machine that unrolls dirty towels prior to washing in laundry establishment:

Places rolled towels on rack of unrolling machine. Presses button to activate machine that automatically unwinds towels into flat folds. Ties towels manually; or feeds them onto rack of tying machine and presses button to tie them at intervals to prevent tangling. Puts towels in cart to be sent to washer.

GED: 1 SVP: 2 PA: L 3 4 EC: I DPT: 6 8 6

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	5	<u>4</u>	4	5	<u>4</u>	4	<u>4</u>	5	5			3	1	9		2 3	

6161-199 LAUNDERING OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with washing garments and textile furnishings, and related occupations not presently classified in Unit Group 6161.

6163-DRY-CLEANING OCCUPATIONS

This unit group includes occupations concerned with dry cleaning garments, fur and textile furnishings in commercial service establishments.

6163-110 DRY CLEANER (laund., clean. & press.)

Operates dry-cleaning machine or hand cleans garments and other articles:

Separates stained and delicate articles requiring hand cleaning, and sorts remaining articles into lots according to fabric, colour, and capacity of dry-cleaning machine. Loads articles into drum of machine. Adjusts controls and valves to set cleaning time, start drum rotating and admit cleaning solvent and detergent, or inserts prepunched automatic cycle card. Opens valves to filter lint, dirt and other impurities from the solvent, and to drain solvent from machine for re-use at end of cycle. Removes cleaned articles from machine by hand or presses button to tilt drum and dump contents into cart. Immerses articles requiring hand cleaning in cleaning solvent, or dips brush or sponge in solvent and rubs articles until clean. Immerses garments to be made water repellent in vat of waterproofing solution. Tends equipment that cooks sludge from filter tank under pressure to reclaim solvent. Cleans filter tubes, using air hose or steam gun.

GED: 3 SVP: 4 PA: M 4 EC: I 7 DPT: 6 8 5

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
3	4	4	4	<u>3</u>	4	<u>4</u>	4	<u>3</u>	5	<u>3</u>			3	1	9		9 Y 2	

6163-111 DRY CLEANER APPRENTICE (laund., clean. & press.)

Performs duties of 6163-110 DRY CLEANER (laund., clean. & press.) on a progressive basis according to training schedule. See also definition for term title, 02-010 APPRENTICE (any ind.).

6163-114 FUR CLEANER (laund., clean. & press.)

Operates fur-cleaning machines and hand cleans furs in fur-cleaning establishment:

Sorts furs to be cleaned according to type and examines furs for damaged or badly soiled areas, and to determine proper cleaning process. Sends furs requiring repair to sewer, or hand-stitches rips and replaces or tightens buttons. Covers buttons with cloth or foil button protectors. Applies cleaning solution to soiled areas of garment linings. Loads furs and cleaning agents into drum of fur-cleaning machine. Adjusts hand controls to operate cleaning machine or automatic cleaning-shaking machine. Unloads cleaned furs from cleaning machine and places items in shaking machine to remove cleansing particles. Cleans delicate furs by hand, using pad and brush dipped in cleaning solvent. Places cleaned furs on hangers.

GED: 2 SVP: 3 PA: L 4 EC: I 7 DPT: 6 8 5

APT.												INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C							
4	4	5	4	<u>3</u>	5	<u>4</u>	<u>4</u>	<u>3</u>	5	<u>3</u>		1	3		9	Y	2

6163-118 SPOTTER (laund., clean. & press.)

Applies cleaning agents to remove stains from garments and household fabrics in commercial cleaning establishment:

Removes articles from cart or overhead conveyor. Determines cleaning agent to be used according to type of fabric, and inspects articles for stains and colour imperfections. Sprays, sprinkles or sponges cleaning agents on stained area. Pats area with brush, sponge or bone spatula until stain is removed. Applies chemicals with brush to neutralize effect of solvents. Sprays stained area on article with steam, water or compressed air to flush out chemicals and to dry article. Rubs faded or stained areas with coloured pencil to restore original colour. Pats dulled silk or satin fabrics with oiled cloths to restore lustre.

GED: 2 SVP: 3 PA: L 4 7 EC: I 7 DPT: 6 8 7

APT.												INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C							
4	4	5	4	<u>3</u>	5	<u>4</u>	<u>4</u>	<u>3</u>	5	<u>3</u>		1	3		9	Y	2

6163-122 DRY-CLEANER HELPER (laund., clean. & press.)

Helps dry cleaner to clean garments and other articles:

Checks supplies of cleaning solvents in dry-cleaning machines' storage tanks, and refills as needed. Moves articles to and from machines, using handtruck or overhead pulley system. Loads and unloads cleaning, washing, hydrator and tumbler machines manually. Scrubs articles requiring extra attention, such as raincoats, overalls and shirts, using hand-brush and cleaning solution. Cleans filter on dry-cleaning machines, using pressure hose. See also definition for term title, 02-160 HELPER (any ind.).

GED: 2 SVP: 2 PA: H 4 EC: I 7 DPT: 6 8 7

APT.												INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C							
4	4	5	4	<u>4</u>	5	<u>4</u>	<u>4</u>	<u>3</u>	4	4		1	3		2	3	

6163-124 FUR BLOWER (laund., clean. & press.)

Operates air pressure gun to remove excess cleansing agent particles from furs:

Removes fur item from hanger and places on work table. Presses hand or foot controls to regulate air in pressure gun. Moves gun over fur to blow off excess cleansing particles. Replaces fur item on hanger after blowing.

GED: 1 SVP: 2 PA: L 4 EC: I 7 DPT: 6 8 7

APT.												INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C							
4	5	5	4	<u>4</u>	5	<u>4</u>	<u>4</u>	<u>4</u>	4	5		3	1		2		

6163-199 DRY-CLEANING OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with dry cleaning garments and fur and textile furnishings in commercial service establishments, and related occupations not presently classified in Unit Group 6163.

6165-PRESSING OCCUPATIONS

This unit group includes occupations concerned with machine or hand pressing of cloth, fur and other articles.

6165-112 FUR IRONER-GLAZER (laund., clean. & press.)

Operates ironing machine or steam iron to produce attractive finish on fur articles:

Inspects fur article to determine proper ironing procedure. Manipulates hand and foot controls to operate ironing machine or steam iron. Removes fur article from hanger and places on worktable for steam ironing or into heated rolling cylinders of ironing machine. Passes steam iron over fur in specific direction, hand brushing to raise hairs, or feeds fur article through cylinders of ironing machine to comb and shine fur to desired lustre. Sprays furs with glazing materials and feeds furs through ironing machine to produce glazed appearance. Hangs fur article on hanger after ironing and glazing.

GED: 2 SVP: 3 PA: L 4 EC: I DPT: 6 8 4

APT.												INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C							
4	4	5	4	<u>4</u>	5	<u>3</u>	<u>4</u>	<u>3</u>	<u>4</u>	5		3	1		2	3	

6165-114 SILK FINISHER (garment & fabric; laund., clean. & press.)

Operates steam finishing press, puff iron and hand iron to press dry-cleaned and laundered articles:

Presses flat parts of garments, using hand or foot operated steam finishing press. Presses flounces, pleats, sleeves and other difficult-to-iron parts, using puff iron or hand iron. Presses velvets, and brushes

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them to raise nap. Finishes ties, using wood, cardboard or metal tie forms and steam press. Stretches and blocks cleaned articles to size, using measuring tape, stretching forms and steam press.

GED: 2 SVP: 3 PA: L 4 7 EC: I 3 DPT: 6 8 4

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	5	4	<u>4</u>	5	<u>3</u>	<u>4</u>	<u>3</u>	4	5	2 3

6165-120 STEAM-TUNNEL OPERATOR (laund., clean. & press.)

Operates steam-tunnel unit to remove wrinkles and creases from dry-cleaned garments in dry cleaning establishment:

Reads gauges and dials of steam tunnel to ensure that it is operating efficiently. Sorts dry-cleaned garments according to colour lot and steam treatment required. Hangs garments on steam-tunnel rail conveyor. Presses switches on steam-tunnel unit to regulate steam and to start rail conveyor moving through unit. Opens door of steam-tunnel at sound of bell and removes fallen garments for reprocessing. Removes garments from rail conveyor after processing and hangs them on rack. Reprocesses articles requiring additional finishing. Presses parts of garments such as sleeves or coat linings, if required, using hand iron or puff iron.

GED: 2 SVP: 2 PA: L 4 EC: I 3 4 DPT: 6 8 5

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	5	4	<u>4</u>	5	<u>3</u>	<u>4</u>	<u>4</u>	5	<u>4</u>	2 3

6165-126 PRESSER, MACHINE (garment & fabric; laund., clean. & press.)

Operates steam-pressing machine to press flat parts of garments, textile furnishings and similar articles:

Removes article from conveyor system or laundry cart, and places on padded form of steam-pressing machine. Pulls lever or depresses foot pedal to secure article on form. Presses buttons to lower pressing head of machine to steam article. Rearranges article on table and repeats pressing process until pressing is completed. Places finished article on rack or storage table for transport to hand-presser or checker. Stretches and blocks cleaned articles to size, using measuring tape, stretching forms and steam press.

GED: 2 SVP: 2 PA: L 4 EC: I 3 DPT: 6 8 4

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	5	4	<u>4</u>	5	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	5	2 3

6165-128 SHIRT PRESSER (garment & fabric; laund., clean. & press.)

Operates hot head pressing machines to press shirts:

Pulls sleeves over forms of sleeve-pressing machine, clamps cuffs, and pushes button to activate machine. Removes shirt and places shirt collar and cuffs on collar and cuff press and pushes buttons to press. Hangs, buttons and clamps shirt onto body form of upright pressing machine cabinet. Pulls lever to adjust body form to accommodate size of shirt. Sprays shirt with water before pressing, if required. Pushes

buttons to press shirt and to release pressed shirt from pressing machine cabinet. Folds finished shirts, using folding machine. Replaces missing or broken buttons, using button-sewing machine.

GED: 2 SVP: 2 PA: L 4 7 EC: I 3 DPT: 6 8 4

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	5	4	<u>4</u>	5	<u>3</u>	<u>4</u>	<u>4</u>	5	5	2 3

6165-134 FLATWORK FINISHER (garment & fabric; laund., clean. & press.)

Feeds flatwork articles, such as sheets, tablecloths and bedspreads, into ironing machine:

Shakes flatwork article manually or clamps article onto automatic shaker and pushes button to activate. Feeds flatwork article into ironing machine, smoothing and guiding article as required. Feeds flatwork articles discharged from ironing machine onto rollers of folding machine, or folds articles manually. Carries improperly ironed articles to front of machine for re-ironing. Places folded flatwork articles on shelf for packing.

GED: 2 SVP: 2 PA: L 4 EC: I 3 DPT: 6 8 6

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	5	4	<u>4</u>	5	<u>3</u>	<u>4</u>	<u>3</u>	5	5	2 3

6165-138 FUR-LINING PRESSER (laund., clean. & press.)

Presses linings of fur articles with steam iron in fur cleaning establishment:

Removes fur article from hanger and places on work table with lining exposed. Passes steam iron over lining without touching fabric to steam out creases. Hangs article on hanger after pressing.

GED: 1 SVP: 3 PA: L 4 EC: I DPT: 6 8 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	5	4	<u>4</u>	5	<u>3</u>	<u>4</u>	<u>4</u>	5	5	2 3

6165-199 PRESSING OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with machine or hand pressing of cloth and other articles, and related occupations not presently classified in Unit Group 6165.

6169-OTHER APPAREL AND FURNISHINGS SERVICE OCCUPATIONS

This unit group includes other occupations concerned with activities such as dyeing textiles and leathers; laundering, drying, mending and packaging apparel and furnishings; grooming furs; checking and assembling laundered and dry-cleaned garments; performing valet services; cleaning rugs; cleaning and blocking hats, and performing other related services.

6169-110 DYER (laund., clean. & press.)

Dyes articles such as garments, drapes and slipcovers: Observes and feels article to be dyed or tests sample with fire or chemical reagent to identify fabric and original dye. Mixes chemicals to make bleaching bath, and immerses article in bath to remove original colour if dyeing lighter colour. Mixes solutions to remove resins from permanent-press garments in preparation for dyeing. Matches customer's sample against colour cards to obtain dye formula. Computes, weighs and mixes dye, oil and acids. Puts dye in boiling water and adds dyes until desired colour is produced. Places articles in paddle-dyeing machine containing dye solution. Removes dyed articles from machine and loads or directs helper to load and operate extractor and dryer.

GED: 3 SVP: 6 PA: M 4 7 EC: I 4 DPT: 3 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	3	4	<u>3</u>	4	<u>3</u>	4	4	5	<u>2</u>			9 1	0 Y 9

6169-114 RUG CLEANER (laund., clean. & press.)

Operates rug cleaning machines to clean rugs on customer's premises: Examines and measures rug to determine cleaning fee. Selects spotting agent to remove stain according to type of fibre, dye and stain. Rubs spotting agent into rug, using cloth or brush. Vacuums rug to remove loose dirt. Fills tank of cleaning machine with water and cleaning agent. Pushes scrubbing machine over rug, or brushes rug with steam-ejecting wand to loosen embedded dirt. Removes excess suds, water and dissolved dirt from rug, using squeegee, broom and vacuum cleaner. Pushes pile-lifting machine over rug, or brushes pile with broom to raise and fluff nap. Trims and rebinds rug edges. Cleans upholstered furniture, using attachments from steam or dry-cleaning machine. Cleans drapes, using cleaning agents and dry-cleaning machine attachment.

GED: 2 SVP: 3 PA: H 3 4 7 EC: I 4 DPT: 6 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	<u>4</u>	4	<u>4</u>	4	<u>3</u>	4	4			9 3 1	2 0 Y

6169-118 RUG CLEANER, MACHINE (laund., clean. & press.)

Tends automatic machine that scrubs and rinses or steam cleans rugs in rug-cleaning establishment: Measures rug before cleaning to determine cleaning fee. Sorts rugs according to thickness of pile and size. Beats and vacuums rug to remove excess dirt. Applies stain-removing compounds to stains, using cloths or brushes. Feels rug to detect natural lay of nap and determines end to be fed into machine to prevent faulty brushing of pile. Lifts and attaches rugs to pins, clips or spikes on conveyor leading to automatic cleaning machine, or tacks rug onto steam-cleaning platform. Turns valves on automatic cleaning machine to admit cleaning solutions and water. Adjusts levers to control brush and wringer clearance and cleaning speed. Fills tank of steam-cleaning machine with cleaning compounds and water. Presses switch to heat water and start pump on steam-cleaning machine and presses button to start machine. Guides rug on conveyor belt into automatic cleaning machine or manually brushes rug with steam ejecting wand attached to hoses of steam-cleaning machine. Scrubs rugs requiring special treatment with cleaning solution and brushes, or operates portable scrubbing machine. Tends rug conveyor or electric powered hoist that lifts and

carries rugs to rug-drying room. Inspects dried rugs for stains and defects and performs minor repairs to frayed edges and bindings. Rolls rug and wraps with paper or plastic, by hand or using rug-rolling machine. Prepares customer's invoice and tapes or staples invoice to rug.

GED: 2 SVP: 3 PA: H 3 4 EC: I DPT: 6 8 5

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	<u>4</u>	4	<u>4</u>	4	<u>3</u>	5	4			9 3 1	2 0 Y

6169-122 HATTER (laund., clean. & press.)

Cleans and blocks hats in dry-cleaning or similar establishment: Removes hat linings. Soaks hats in vats of cleaning solvents and brushes or sponges hats to clean them, or places hats in drum of dry-cleaning machine which rotates hats in cleaning solution. Pulls cleaned hats over hat blocks. Holds hat and block over steamer to soften material to permit stretching of hat to specified size and shape. Rubs and brushes hats to raise nap and enhance appearance. Replaces hat linings.

GED: 2 SVP: 4 PA: L 4 EC: I 4 7 DPT: 6 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	<u>4</u>	4	5	<u>4</u>	<u>4</u>	<u>3</u>	5	4		1 3 9	2 0 Y

6169-126 SPRAYER, LEATHER (laund., clean. & press.)

Sprays dyes on leather articles such as gloves, coats and jackets to dye, restore and enhance their original colour: Selects and mixes solutions and dyes to match colour of garment. Fills spray gun container with mixture. Arranges articles on mannequin or form and covers parts of garment not to be sprayed. Places forms in spray cabinet booth (fume hood) to avoid combustion during spraying and to allow fumes to evaporate up the flu. Sprays solution evenly over surface. Presses garment using hot-head press, and hangs garment in drying area. Presses small leather articles such as gloves and belts, using small form hot-head press. Places garments in plastic bags and attaches invoice.

GED: 2 SVP: 4 PA: L 4 EC: I DPT: 6 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	<u>3</u>	5	<u>4</u>	<u>4</u>	<u>3</u>	5	<u>3</u>			1 3 9	2 0 Y

6169-130 FUR-STORAGE ATTENDANT (laund., clean. & press.)

Receives, examines, identifies and routes furs to repair and cleaning department, or to cold storage vault: Places identification tags on incoming furs. Examines furs for damage such as stains, tears and wear, and notifies customer personally or through service department, of cleaning or repairs needed. Blows air through furs to remove foreign matter prior to storage, using compressed air gun. Routes furs to cleaning and repair department, or hangs furs in specified place in storage vault. Checks vault periodically to ensure that furs are properly spaced and to make required adjustments to temperature and humidity settings. Maintains records of

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customers' evaluation of stored furs, and notifies accounting department of charges incurred for storage, cleaning or repairs. Removes stored furs at customer's request and routes them to delivery department.

GED: 2 SVP: 3 PA: M 4 EC: I DPT: 6 8 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 <u>4</u> 4 <u>4</u> 4 <u>4</u> 5 4	3 1	2 3 Y

6169-134 HOTEL VALET (laund. clean. & press.)

Presses, repairs and sends garments of hotel guests out for cleaning: Collects garments from guests' rooms. Separates and tickets garments to be laundered, dry-cleaned, pressed or repaired. Places laundry and dry cleaning in bins for daily collection by cleaning service. Presses clothing. Makes minor repairs by hand or using sewing machine. Compares tickets on finished items with original written request. Delivers finished garments to guests' rooms.

GED: 2 SVP: 3 PA: L 4 EC: I DPT: 6 8 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 <u>4</u> 4 <u>3</u> 4 <u>4</u> 4 4	3 1	2 3 Y

6169-142 MARKER (laund., clean. & press.)

Sorts, counts and marks soiled garments, flatwork and other articles received for cleaning and laundering: Sorts articles according to type of article, colour, type of material and treatment required. Checks articles for holes, stains and tears. Compares articles with customers' listing and records quantities on invoice to provide pricing information. Prints or attaches customer-identification mark or symbol on articles. Measures articles to determine charges and records measurements to ensure articles are finished to original size. Removes buttons and trim from soiled garments and replaces them on cleaned garments. Places sorted and marked articles into appropriate receptacles or onto conveyor belts for routing to repair or cleaning areas. Checks finished articles for completeness of order and verifies count with plant records.

GED: 2 SVP: 2 PA: L 4 EC: I DPT: 6 8 7

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 <u>4</u> 4 <u>3</u> <u>4</u> <u>3</u> 5 4	3 1	2 3

6169-148 MINOR REPAIRER (garment & fabric; laund., clean. & press.)

Makes minor repairs to garments in laundry or dry cleaning establishment: Sorts garments according to type of repair required. Replaces buttons, mends minor tears and retacks hems. Sews seams and replaces broken zippers, using sewing machine. Patches articles, if required. Places repaired garment in bin or hangs on rack of conveyor system.

GED: 2 SVP: 2 PA: S 4 7 EC: I DPT: 6 8 4

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 <u>4</u> 4 <u>4</u> <u>4</u> <u>3</u> 4 4	1 3	2 3 Y

6169-154 SHIRT FOLDER (garment & fabric; laund., clean. & press.)

Tends machine that automatically folds shirts:

Positions shirt on bed of folding machine, arranges sleeves and tail on folding bars of machine and fits collar over collar expander. Depresses foot pedal to lower clamp that shapes collar and prevents shirt from slipping during folding. Places cardboard on back of shirt prior to folding to strengthen package. Presses button to lower folding blade of machine and actuates bar and plates to fold shirt around blade. Depresses foot pedal to release and retract folding blade, plates, bar and collar expander. Inserts cardboard or plastic band under collar to maintain collar shape. Fastens paper band around shirt to maintain shape. Packages folded shirt in plastic bag and seals bag by hand or mechanical sealer. Places packaged shirt in cart or on rack for routing.

GED: 2 SVP: 2 PA: L 4 EC: I DPT: 6 8 5

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 4 5 <u>3</u> <u>4</u> <u>4</u> 4 5	1 3 9	2 3

6169-158 TUMBLER OPERATOR (laund., clean. & press.)

Operates tumbler-dryer machine that dries and untangles laundered or dry-cleaned articles:

Loads tumbler dryer with dry-cleaned or laundered articles. Adjusts controls governing temperature and drying time according to type of articles being dried. Closes door of dryer or presses button to activate machine. Removes articles from tumbler and places into hamper or onto conveyor, or hangs garments on rail. Pushes hamper to ironing or pressing areas.

GED: 2 SVP: 2 PA: M 3 4 EC: I DPT: 6 8 6

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 5 4 4 5 <u>4</u> 4 <u>3</u> 5 5	3 1 9	2 3

6169-162 FOLDING-MACHINE FEEDER (laund., clean. & press.)

Feeds machine that folds, stacks and counts laundered flatwork articles:

Shakes sheets, towels and other flatwork articles to remove wrinkles. Sorts items on feedstack according to size. Adjusts gears and presses button to start folding machine. Feeds end of articles into folding machine or places articles on conveyor belt leading to folding machine. Checks to ensure articles are folding properly. Stops machine if articles become tangled and removes articles for refolding. Pushes levers to regulate speed and number of articles per stack. Places stack of folded items onto conveyor belt for delivery to assembly area.

GED: 2 SVP: 2 PA: L 4 EC: I DPT: 6 8 6

APT.	INT.	TEMP.
G V N S P Q K F M E C		
4 4 4 4 4 5 <u>4</u> 4 <u>4</u> 5 5	3 1 9	2 3

6169-166 CHECKER (laund., clean. & press.)

Checks finished garments to ensure they meet standards of cleaning and pressing in laundry or dry-cleaning establishment:
Checks to ensure garments are properly cleaned, pressed and dried.
Hangs improperly finished garments on holding rack. Notes damaged garments and writes details of work to be done on them. Returns garments not meeting standards.

GED: 2 SVP: 2 PA: L 4 EC: I DPT: 6 8 7

APT.													INT.		TEMP.	
G	V	N	S	P	Q	K	F	M	E	C						
4	4	5	4	4	4	4	4	4	5	4			3	1		2 3

6169-168 ASSEMBLER (laund., clean. & press.)

Assembles and packages finished garments in laundry or dry-cleaning establishment:
Removes cleaned and finished garments from conveyor system.
Matches invoice descriptions with garment tags or garments. Assembles garments to complete order. Places garments into plastic bag by hand or using machine. Staples invoice to bagged garments. Hangs assembled garments on delivery rack.

GED: 2 SVP: 2 PA: L 4 EC: I DPT: 6 8 7

APT.													INT.		TEMP.	
G	V	N	S	P	Q	K	F	M	E	C						
4	4	5	4	4	4	4	4	4	5	5			3	1		2 3

6169-169 FUR STEAMER (laund., clean. & press.)

Operates steam pressure gun to groom furs:
Removes fur item from hanger and places on work table or dummy form. Pushes lever to start steam pressure gun and passes gun over fur, directing flow to raise and comb hairs. Replaces fur item on hanger.

GED: 1 SVP: 2 PA: L 4 EC: I DPT: 6 8 7

APT.													INT.		TEMP.	
G	V	N	S	P	Q	K	F	M	E	C						
4	5	5	4	4	5	4	4	4	4	5			9	3 1		2 3

6169-199 APPAREL AND FURNISHINGS SERVICE OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with laundering clothes and dyeing apparel and textile furnishings, and related occupations not presently classified in Unit Group 6169.

619 – OTHER SERVICE OCCUPATIONS

This minor group includes other service occupations concerned with cleaning building interiors and equipment and performing minor repairs; cleaning furnaces, chimneys and windows; cleaning and repairing venetian blinds; operating elevators, exterminating services and parking lot facilities; washing and cleaning the interior and exterior of motor vehicles, aircraft and railroad cars; and performing other related services. Managers of large departmentalized building-cleaning establishments are classified in Unit Group 1142, SERVICES MANAGEMENT OCCUPATIONS. OTHER SERVICE OCCUPATIONS are classified in the following unit groups:

- 6190** Supervisors, Other Service Occupations
- 6191** Janitors, Charworkers and Cleaners
- 6193** Elevator-Operating Occupations
- 6198** Occupations in Labouring and Other Elemental Work, Services
- 6199** Other Service Occupations, n.e.c.

6190-SUPERVISORS, OTHER SERVICE OCCUPATIONS

This unit group includes occupations as described under the master title 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.) concerned with operating other service establishments, including supervising and co-ordinating the activities of workers engaged in the maintenance of buildings and other related services. Managers of large departmentalized building-cleaning establishments are classified in Unit Group 1142, SERVICES MANAGEMENT OCCUPATIONS.

6190-110 FOREMAN/WOMAN, JANITORS, CHARWORKERS AND CLEANERS (any ind.)

Supervises and co-ordinates the activities of workers engaged in cleaning buildings, furnishings and industrial equipment and performing minor maintenance work (Unit Group 6191):
Performs duties as described under master title, 01-250 SUPERVISOR; FOREMAN/WOMAN (any ind.).

DPT: 1 3 8

MAJOR GROUP 61

6190-199 SUPERVISORS, OTHER SERVICE OCCUPATIONS, N.E.C.

This group includes supervisors and foremen/women of service occupations, not elsewhere classified, and related occupations not presently classified in Unit Group 6190.

6191-JANITORS, CHARWORKERS AND CLEANERS

This unit group includes occupations concerned with cleaning building interiors, furnishings and equipment; cleaning chimneys and furnaces; cleaning and repairing venetian blinds, and washing windows.

6191-110 JANITOR (any ind.)

Cleans and maintains office buildings, apartment houses, schools and similar establishments:

Sweeps, mops and scrubs and waxes hallways, floors and stairs. Vacuums and shampoos carpets. Tends furnace and boiler to provide heat and hot water for occupants. Empties tenants' trash and carries garbage to garbage room. Makes minor repairs to plumbing, electrical system and building, using common hand tools. Notifies management or owner of building concerning need for major repairs or additions to lighting, heating and ventilating equipment. Cleans snow and ice from walks using shovel, scraper or snowblower. Mows lawn, trims shrubbery, cultivates flower beds and rakes leaves, using hand and power tools. Patrols building to ensure that doors and windows are secure and locked. Arranges furniture in auditoriums or meeting rooms as required and removes and replaces damaged furniture. Cautions tenants regarding complaints about excessive noise, disorderly conduct or abuse of property, if required. Replaces light bulbs, checks fire hoses and extinguishers, strips floors of wax, washes walls, ceilings, windows and fixtures, and performs other cleaning and maintenance duties, as required. Posts signs to advertise vacancies, and shows empty apartments or offices to prospective tenants, when required.

GED: 2 SVP: 2 PA: H 3 4 EC: B DPT: 6 6 4

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	4	4	4	4	4	4	3	3	5			3	1			2	3

6191-111 CHIMNEY CLEANER (misc. serv.)

Cleans soot from chimneys, fireplaces, ash pits and cleanouts in domestic and commercial buildings:

Turns off heat controls in burner, fireplace or boiler. Removes pipe connecting furnace to flue, using hand tools. Cleans connecting pipe with brush, replaces pipe and seals joints with cement. Cleans soot from chimney pit, using vacuum cleaner. Seals fireplace and flue openings to prevent leakage of soot. Erects ladder or assembles scaffold against side of building, and climbs to roof to clean chimney from above. Lowers weighted bag down chimney, and slowly withdraws bag which expands and scrapes soot, loose bricks and other obstacles from lining of chimney. Positions mirror at top of chimney to provide light inside. Checks cleaning process from hearth and repeats if necessary. Tightens loose bolts on chimney attachments, such as flue damper and frame, using hand tools. Patches minor cracks in brickwork with mortar, if required. Reports defects in chimney to owner, as required.

GED: 2 SVP: 3 PA: M 2 3 4 7 EC: B 6 7 DPT: 6 8 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	5	4	4	5	4	4	3	3	5			3	1			2	3

6191-112 FURNACE CLEANER (misc. serv.)

Cleans fire pots, ducts, vents, registers, air chambers and filters of furnaces in domestic or commercial buildings:

Switches furnace off during cleaning process. Scrapes soot and ash adhering to fire pot and smoke chambers, using scraper and wire brush. Changes oil filters, and replaces or vacuums air filter. Brushes and washes air chamber and ducts to remove dust and rust, using long-handled brushes and vacuum cleaner. Removes and cleans fan and motor, using hand tools, and cleans out fan-motor compartment, using wire brushes, oil and rags. Removes loose soot, ash and dust from interior and exterior surfaces of furnace, using hand scoop and vacuum cleaner. Checks furnace for defects, and reports them to customer or furnace repairer. Removes and cleans smoke-pipe connecting furnace to chimney. Replaces smoke-pipe and seals around chimney entrance, using asbestos or cement. Tightens loose nuts, bolts and screws on furnace if required, using hand tools. Cleans electrical controls, using brush and vacuum cleaner, and switches furnace on.

GED: 2 SVP: 2 PA: M 3 4 EC: I 7 DPT: 6 8 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	5	4	4	5	3	4	3	4	5			1	3			2	3

6191-113 CLEANER, HEAVY DUTY (any ind.)

Cleans premises of commercial establishments, mall areas, office and apartment buildings and domestic residences:

Empties and cleans ashtrays, sand jars, waste baskets and other waste containers, inserts liners in waste containers if required, and removes trash. Cleans and polishes woodwork, metalwork, furniture and fixtures, using cloth, dusters, long-handled brush, cleaners and polishers. Washes windows, interior walls and ceilings. Sweeps and mops halls and stairways. Vacuums and shampoos rugs, carpets and upholstered furniture. Cleans snow and slush from doorways, using suction vacuum. Charges battery and changes interlocking brushes on scrubbing machine. Pushes buttons and pulls levers to operate scrubbing machine to clean and polish floor areas. Strips wax from floors, manually or using power equipment. Empties cleaning machines of waste or excess cleaning solutions. Cleans and disinfects lavatories and fixtures, and replenishes expendable supplies. Reports defective plumbing fixtures, doors left unlocked and rest room supply shortages to employer. Performs minor repairs on equipment and machines, as required. Drives delivery truck, as required.

GED: 2 SVP: 2 PA: H 3 4 EC: I 6 DPT: 6 8 4

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	5	4	4	5	4	4	3	4	5			3	1			2	3

6191-114 CLEANER, LIGHT DUTY (any ind.)

Cleans interior of commercial establishments, office buildings, apartment buildings or private homes:

Mops, sweeps and dusts floors. Waxes and polishes floors, using polisher. Vacuums carpets, draperies and upholstered furniture. Cleans and polishes furniture, fittings, fixtures and ornaments. Cleans and disinfects washroom fixtures, and replenishes expendable supplies. Empties waste baskets and trash receptacles. Washes windows, walls and ceilings, as required.

GED: 1 SVP: 2 PA: M 3 4 EC: I DPT: 6 8 7

APT.													INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C					
4	4	5	4	4	5	3	4	3	4	5		3	1	2	3

6191-118 CLEANER, INDUSTRIAL-PLANT (any ind.)

Maintains working areas of industrial establishments in clean and orderly condition:

Sweeps and mops floors, using hand equipment. Operates industrial vacuum cleaner to remove scrap, dirt, heavy debris and other refuse from alleys, aisles and other work areas around machine. Removes dust and dirt from ceiling, walls and overhead pipes and fixtures, using long-handled brush and vacuum cleaner. Washes windows. Strips old wax from floor, if necessary, and waxes and polishes floor using power machine with attachments. Transfers raw materials and semi-finished products between departments or buildings to supply machine tenders or operators with materials for processing, using handtruck. Arranges boxes, materials, handtrucks and other industrial equipment in neat and orderly manner. Removes lint, dust, oil and grease from machines, using airhose, brushes and cloths.

GED: 1 SVP: 2 PA: M 3 4 EC: I DPT: 6 8 7

APT.													INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C					
4	4	5	4	4	5	4	4	3	4	5		3	1	2	3

6191-120 VENETIAN BLIND CLEANER AND REPAIRER (misc. serv.)

Cleans and repairs venetian blinds:

Removes venetian blinds from windows, using hand tools. Hangs blinds manually on rack. Adjusts valves on air compressor to spray blinds with water and detergent solution, or washes blinds manually using brush, cloth and cleaning solution. Allows blinds to dry naturally. Examines blinds for defective or worn parts; such as cord, tape or slats, and installs new parts as necessary, using hand tools. Replaces blinds on window, using hand tools.

GED: 1 SVP: 2 PA: M 4 7 EC: I 4 DPT: 6 8 7

APT.													INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C					
4	4	5	4	4	5	4	4	3	4	5		3	1	2	3

6191-122 WINDOW CLEANER (misc. serv.)

Cleans interior or exterior windows and glass-covered surfaces of building:

Receives instructions from supervisor specifying name, address and location of building where windows are to be cleaned. Loads mops, ladders, scaffolds, squeegees, detergents and water containers into truck. Stands on ground or floor or uses ladders, bosun's chair, swing stage or other scaffolding equipment to reach windows. Wears safety equipment attached to appropriate supports, when required. Fills pails with soapy water or other cleaning solvents, and applies solution to glass surfaces of building, using long-handled brush, sponge or cloth. Removes cleaning solution from surface with long-handled squeegee and dries surfaces using chamois or absorbent cloth. Disassembles ladders and scaffolding upon completion of job and reloads window-cleaning equipment into truck.

GED: 1 SVP: 2 PA: M 2 3 4 7 EC: B 4 6 DPT: 6 8 7

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
4	4	5	4	4	5	3	4	3	3	5		3	1	2	3	8

6191-124 REST ROOM CLEANER (misc. serv.)

Services dispensers, and cleans and sanitizes washrooms and fixtures:

Replaces springs, washers, plungers and valves of dispensers and washroom appliances, using hand tools. Cleans and disinfects wash-room fixtures; such as urinals, toilet bowls and sinks, using brushes, sponges and cleaning and disinfecting agents. Refills deodorizer, soap, paper towel and toilet tissue dispensers. Empties and washes garbage containers and ashtrays. Sweeps or vacuums, mops, polishes and buffs floors, as required.

GED: 1 SVP: 2 PA: M 3 4 EC: I DPT: 6 8 7

APT.													INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C					
4	4	5	4	4	5	4	4	3	5	5		3	1	2	3

6191-126 HOSPITAL CLEANER (misc. serv.)

Cleans hospital rooms and furnishings:

Washes and disinfects areas such as operating rooms, laboratories, and patients' rooms and wards according to hospital housekeeping procedures. Waxes floors and buffs with buffing machine, if required. Empties ashtrays and wastebaskets. Dusts or washes furniture, ledges and lighting fixtures, using cloth or wet sponge. Scours and polishes bathroom fixtures, using cleansers and brush or sponge, and fills dispensers. Removes used linen from beds of discharged patients, washes bed frames with germicide, and remakes beds with clean linen. Vacuums carpeted areas. Washes windows, walls and ceilings, as required. Sterilizes bedpans, using autoclave, as required.

GED: 1 SVP: 2 PA: M 3 4 EC: I DPT: 6 8 7

APT.													INT.	TEMP.	
G	V	N	S	P	Q	K	F	M	E	C					
4	4	5	4	4	5	4	4	3	5	5		3	1	2	3

MAJOR GROUP 61

6191-199 JANITORS, CHARWORKERS AND CLEANERS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with cleaning building interiors and equipment, and related occupations not presently classified in Unit Group 6191.

6193-ELEVATOR-OPERATING OCCUPATIONS

This unit group includes occupations concerned with transporting passengers and freight between floors in elevators, and giving information and directions to passengers.

6193-110 ELEVATOR OPERATOR (any ind.)

Operates elevator to transport passengers or freight between floors of commercial, residential or industrial establishment:
Manipulates control lever or pushes button to raise or lower elevator to floor level desired. Watches and listens for signalling device indicating floor requiring elevator service. Opens and closes elevator doors and safety gates at each stop. Gives information to clients looking for places or things within establishment. Transports freight to and from elevator and work or storage area, using handtruck.

GED: 2 SVP: 2 PA: M 4 EC: I DPT: 6 6 5

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	4	4	4	5	3	4	4	5	5			2	3			2	3

6193-199 ELEVATOR-OPERATING OCCUPATIONS, N.E.C.

This group includes occupations, not elsewhere classified, concerned with transporting passengers and freight between floors in elevators, and related occupations not presently classified in Unit Group 6193.

6198-OCCUPATIONS IN LABOURING AND OTHER ELEMENTAL WORK, SERVICES

This unit group includes occupations in labouring and other elemental work as described under the term title 02-190 LABOURER/ELEMENTAL WORKER (any ind.) concerned with performing other service activities, such as serving clients in checkrooms or hot-rooms; polishing shoes; replenishing food and beverage supplies at bar; cleaning kitchen work areas, equipment and utensils; washing dishes and pots; cleaning vehicles and railway freight cars; folding laundered articles, and opening doors for patrons of hotels and other establishments.

6198-110 SHOE SHINER (pers. serv., n.e.c.)

Cleans and polishes shoes for customers:
Removes dirt from shoes, using brush or cloth and cleaning fluids. Polishes shoes, using polishes, brushes and cloths. Buffs suede shoes with brush or rubber cloth to clean and raise nap. Applies dressing to fabric areas and edges of sole and heel.

GED: 1 SVP: 2 PA: L 3 4 EC: B DPT: 6 7 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	4	4	4	5	4	4	3	5	4			1	3	2		2	3

6198-114 CHECKROOM ATTENDANT (pers. serv., n.e.c.)

Stores wearing apparel, parcels or other articles for patrons of establishment:
Issues claim ticket for articles checked, collects fee if required, and returns articles on receipt of ticket. Places articles on hangers or stores on shelf.

GED: 1 SVP: 2 PA: M 4 EC: I DPT: 6 7 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	4	4	4	4	4	4	4	5	5			1	3	2		2	3

6198-118 BARTENDER HELPER (cater. & lodg.)

Cleans bar and equipment, replenishes supplies and assists bartender:
Stocks refrigerators with wine and beer. Replaces empty beer kegs with full ones and stocks liquor shelves. Slices and pits fruit used to garnish drinks. Washes glasses or carries glasses to washing area. Cleans and polishes bar and equipment, and bar fixtures. Removes garbage and empty bottles. Sweeps and mops floors. See also definition for term title, 02-160 HELPER (any ind.).

GED: 1 SVP: 2 PA: M 3 4 EC: I DPT: 6 7 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	4	5	4	4	5	4	4	3	4	5			1	3			2	3

6198-126 CLEANER, VEHICLE (any ind.)

Cleans interiors and exteriors of vehicles such as buses, railway passenger cars and trucks:
Collects debris from vehicle and places in garbage receptacle. Cleans interior surfaces and seats of vehicle, using broom, vacuum cleaner, cloths, soap and water and cleaning agents. Washes inside of windows and interior lights. Scrubs and disinfects bathroom. Cleans exterior of vehicle to remove heavy dirt, grease and oil, using water, cleansers, brushes, hose and spray gun. Drives vehicle through automatic vehicle wash. Polishes exterior of vehicle. Checks lights, tire pressure and oil and water levels, and fills fuel tank. Fumigates interior of vehicle, using sprays.

GED: 1 SVP: 2 PA: M 3 4 EC: I DPT: 6 8 7

APT.													INT.			TEMP.		
G	V	N	S	P	Q	K	F	M	E	C								
4	5	5	4	4	5	4	4	3	5	5			3	1			2	3

6198-130 FREIGHT-CAR CLEANER (rail trans.)

Cleans freight, hopper or tank railway cars:
Pushes buttons on control panel to activate track switches, and winch.
Hooks winch cable to string of cars and starts and stops winch to move cars to cleaning location. Removes sliding doors from cars and transfers them to storage area, using winch. Removes nails, cleats, crate bracings and shipping paper from walls and floors, using claw hammer and crowbar. Tosses debris into waste disposal bin. Sweeps debris out car door into bin. Vacuums floors to remove debris, such as wood chips, sawdust, grain, flour and powdered chemicals. Hoses down ceilings and walls to remove residues, such as chemicals, fat and cement. Sprays cars with disinfectant. Makes minor repairs to interiors of cars.

GED: 1 SVP: 2 PA: M 2 3 4 EC: B DPT: 6 8 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	5	5	4	4	5	<u>4</u>	<u>4</u>	<u>3</u>	<u>4</u>	5			1 3	2 3

6198-134 KITCHEN HELPER (cater. & lodg.)

Cleans kitchen work areas, restaurant equipment and utensils:
Sweeps and mops floors. Washes walls, worktables, refrigerators and meat blocks. Removes trash and garbage and places it in designated containers. Steam-cleans or hoses-out garbage cans. Washes pots, pans and trays by hand. Scrapes food from dirty dishes and washes them by hand or places them in racks or on conveyor to dishwashing machine. Polishes silver by hand or places silver in polishing machine. Transfers supplies and equipment between storage and work areas, by hand or using hand truck. Sets up banquet tables. Washes and peels vegetables, using knife or peeling machine. See also definition for term title, 02-160 HELPER (any ind.).

GED: 1 SVP: 2 PA: M 3 4 EC: I DPT: 6 8 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	5	4	4	5	<u>4</u>	<u>4</u>	<u>3</u>	<u>4</u>	5			3 1	2 3

6198-138 LAUNDRY LABOURER (laund., clean. & press.)

Performs a variety of duties to assist laundry workers:
Opens bundles of soiled laundry. Places bundles onto conveyor belt or drops them down chute for distribution to marking and classification sections. Weighs laundry on scales and records weight on tickets. Removes bundles from conveyors and distributes them to workers, using hand truck. Fastens identification pins or clips onto laundry to facilitate assembly of customers' orders. Sorts bags containing clean wash according to customers' identification tags. Sorts empty bags according to colour and size. Collects identification tags from lots of laundered articles for reuse. Loads and unloads washing machines, dryers and extractors, manually or using power hoist. Stacks linen supplies on storage room shelves. Loads cleaned laundry into delivery trucks or unloads dirty laundry from trucks. Sweeps floors and empties waste receptacles.

GED: 1 SVP: 2 PA: H 3 4 EC: I 4 DPT: 6 8 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	<u>4</u>	<u>4</u>	<u>3</u>	<u>4</u>	4			3 1	2 3

6198-144 TANK CLEANER (any ind.)

Cleans interiors of boilers, storage tanks or tank cars:
Operates pumps or opens drainage valve to drain tanks. Connects hose to steam or water lines and sprays walls, roof and bottom of tank to flush out chemicals and solids. Tests tank for presence of toxic gases, using gas detector. Enters tank, and scrapes off incrustations and washes walls, using scrapers, solvents, brushes and detergents. Attaches vacuum nozzle to pumping machine and pumps out sludge or sweeps and shovels debris through tank drainage openings. Wipes wall and floor surfaces and pumps out or soaks up excess liquid with chemical absorbents. Dries tanks with portable air-blowing equipment.

GED: 1 SVP: 2 PA: H 2 3 4 EC: I 4 6 7 DPT: 6 8 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	5	5	4	4	5	<u>4</u>	<u>4</u>	<u>3</u>	<u>4</u>	5			3 1	2 3

6198-146 ATTENDANT, HOT-ROOM (amuse. & rec.; pers. serv., n.e.c.)

Serves customers in dry heat or steam room of athletic, bathing or similar establishment:
Turns dials to regulate temperature of dry heat and steam rooms. Spreads sheets or towels over tables and benches. Escorts customer to room, and provides towel and drinking water. Advises customer to leave room when designated time has elapsed. Furnishes soap and towel for shower. Collects soiled linen and cleans bathing area and facilities. Applies first aid to customer overcome by heat or humidity, and contacts supervisor for assistance.

GED: 1 SVP: 2 PA: L 4 EC: I DPT: 6 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	5	5	4	4	<u>4</u>	<u>4</u>	<u>4</u>	5	5			3 2	2 3

6198-148 PORTER, HOSPITAL (medical)

Transports patients to designated areas of hospital and grounds, and distributes equipment and supplies to various departments:
Assists patients into and out of motor vehicles. Assists in lifting patients onto stretchers and into wheelchairs or beds. Pushes patients in wheelchairs or beds and assists walking patients. Transports medical equipment and supplies, using trolley. Moves food trolleys from kitchen to service areas. Carries patients' blood and urine specimens to hospital laboratories. Distributes inter-department messages and mail. Transports linens to laundry and storage areas.

GED: 1 SVP: 2 PA: H 4 EC: I DPT: 6 7 7

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	5	4	4	5	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	5			3 2	2 3

MAJOR GROUP 61

6198-150 DOOR ATTENDANT (pers. serv. n.e.c.)

Assists patrons leaving or entering premises of hotel, theatre, store or similar establishment:

Opens doors, hails taxicabs and assists people into automobiles. Carries luggage for patrons to and from lobby and cars. Directs patrons to parking areas and answers enquiries about hotel and other amenities. Prevents entrance of unauthorized or undesirable persons, and reports suspicious behaviour to security personnel.

GED: 1 SVP: 2 PA: M 4 EC: O DPT: 8 7 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	4	5	4	4	5	<u>4</u>	<u>4</u>	<u>4</u>	4	5	2 3
											2 3 5

6198-154 FEATHER RENOVATOR (laund., clean. & press.)

Tends renovator machine that cleans feathers for reuse in pillows:

Cuts pillow along seam and empties feathers into hopper of machine that automatically cleans and sterilizes them. Clamps new pillow ticking over discharge spout to refill pillow. Opens air valve to blow feathers into pillow ticking. Sews opening of pillow and attaches label to pillow, using sewing machine.

GED: 1 SVP: 2 PA: L 4 EC: I DPT: 8 8 6

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	5	5	4	4	5	<u>4</u>	<u>4</u>	<u>4</u>	4	5	3 1
											2 3

6198-158 FOLDER, LAUNDRY (laund., clean. & press.)

Folds clean laundry, such as diapers, linens and uniforms:

Shakes out, smooths, folds, counts and stacks articles according to identification tags. Checks laundry for stains, missing buttons, tears and improperly finished articles, and returns faulty articles to laundry or repair unit. Wraps and bags finished articles or places on table or conveyor for packaging.

GED: 1 SVP: 2 PA: L 4 EC: I DPT: 8 8 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	5	4	4	4	4	<u>4</u>	<u>4</u>	<u>2</u>	5	5	1 3
											2 3

6198-166 POT WASHER (cater. & lodg.)

Washes pots, pans and utensils in cafeteria, restaurant or similar establishment:

Scrapes excess food from pots and pans. Loads pots, pans and utensils into pot-washing machine and adds cleaning solution. Sets washing time and temperature and pushes button to activate machine, or soaks, scours and washes pots and pans by hand. Unloads machine and inspects items for cleanliness. Places dry items in storage area. Cleans pot-washing machine, work areas, floors and garbage receptacles. Collects garbage and carries to removal area.

GED: 1 SVP: 2 PA: M 4 EC: I 4 DPT: 8 8 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	5	5	4	4	5	<u>4</u>	<u>4</u>	<u>4</u>	4	5	3 1
											2 3

6198-170 DISHWASHER (cater. & lodg.)

Washes dishes and other kitchenware in cafeteria, restaurant or similar establishment:

Scrapes excess food from dishes and soaks dishes. Washes dishes, pots and pans, and other kitchenware by hand, or loads dishwashing machine, adding cleaning agents, setting controls and pushing button or switch. Unloads machine, inspects dishes for cleanliness and places them in storage area. Cleans washing machine and work area, using cloths and cleaning solutions. Polishes silverware, using cloth and polish or burnishing machine and chemical solutions. Carries garbage cans to removal area, and cleans empty cans.

GED: 1 SVP: 2 PA: M 4 EC: I 4 DPT: 8 8 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	5	5	4	4	5	<u>4</u>	<u>4</u>	<u>4</u>	4	5	3 1
											2 3

6198-174 CAR-WASH ATTENDANT (motor vehicle)

Cleans interiors and exteriors of cars in car wash establishment:

Vacuums interior of car and cleans windows, floor mats, door panels and dash. Shampoos upholstery if required. Checks to ensure windows and doors of car are securely fastened. Hooks conveyor chain to car's tension bar, or drives car onto motorized ramp. Presses buttons on control panel to select wash or polish finish, and to move car through car wash. Dries wet areas on interior of car, using cloths and hot air hose. Washes heavy dirt, grime and salt from car's exterior, using steam gun. Applies special waxes with cloth and polishes, using electric buffer. Cleans work area, using brooms and mops.

GED: 1 SVP: 2 PA: L 3 4 EC: B 4 5 DPT: 8 8 7

APT.										INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C	
4	5	5	4	4	5	<u>4</u>	<u>4</u>	<u>3</u>	4	5	3 1
											2 3

6198-199 LABOURERS AND OTHER ELEMENTAL WORKERS: SERVICES, N.E.C.

This group includes occupations, not elsewhere classified, concerned with performing labouring and other elemental service activities, and related occupations not presently classified in Unit Group 6198.

6199-OTHER SERVICE OCCUPATIONS, N.E.C.

This unit group includes occupations, not elsewhere classified, concerned with providing other services, such as performing underwater diving; fumigating buildings to destroy pests; acting as attendant at parking lots; taking admission tickets; providing social dating services; caring for church buildings and furnishings; and cleaning laboratory equipment.

6199-110 DIVER (any ind.)

Performs various underwater activities relating to search, salvage, photography, construction, inspection and repair:

Dons mask, flippers, self-contained breathing apparatus and insulated suit, if water is deep or cold, or diving suit with airline extending to surface. Enters water from boat, dock or shore. Operates underwater television camera, sonar and related equipment to search for drowned persons, sunken boats, automobiles, or articles required by police as criminal evidence. Jerks signal line or uses telephone to communicate with surface. Operates arc-oxygen cutting torch, pumps and pneumatic equipment, or utilizes explosives to break up or refloat submerged objects. Fastens lines and chains around heavy objects, using portable jacks, and attaches lines to hooks lowered from derrick or crane to raise objects to surface. Picks up lightweight objects and carries them to surface. Operates still or television camera to photograph underwater objects. Inspects, repairs, replaces and installs equipment and structures such as arc-oxygen cutting torch and hand and power tools. Removes obstructions from marine-launching ways using pneumatic and hand tools. Removes launching cradles and sliding ways from keels of newly launched vessels, using power and hand tools. Sets and cuts sheet pilings for cofferdams and performs other duties related to construction, such as welding, drilling holes in rock and placing explosive charges. Places recording instruments underwater and collects bottom soil samples for scientific or exploratory purposes.

GED: 3 SVP: 6 PA: H 2 3 4 5 6 7 EC: O 4 6 DPT: 6 6 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	3	3	5	3	3	3	3	5			9 1	8 O Y

6199-114 EXTERMINATOR (misc. serv.)

Sprays chemicals, discharges toxic gases, and sets mechanical traps to kill insects, rodents and other pests that infest buildings and surrounding areas:

Inspects buildings and surrounding areas at regular intervals or at specific request of property owner to detect signs of infestation by destructive or noxious insects, rodents or other pests. Determines type of treatment. Gives client estimate of cost. Mixes chemicals and sprays liquid and gaseous insecticides in infested areas, using manual or electric sprayer. Dusts infested areas with poisonous powder. Sets mechanical traps and places poisonous bait in infested areas. Cleans out areas that harbour pests, using rakes, shovels, brooms and mops. Seals vents and other openings with tape and tarpaulin prior to fumigating building. Turns cylinder valves to discharge toxic gas from cylinder through hose into building. Fumigates house furnishings or clothing.

GED: 3 SVP: 5 PA: M 3 4 EC: B 7 DPT: 6 8 4

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	4	4	3	5	4	4	3	4	5			9 1 3	0 Y

6199-116 DIVER HELPER (any ind.)

Helps diver into and out of diving suit, inspects and adjusts diving equipment and maintains communication with submerged diver:

Helps diver to don suit equipped with helmet, breathing hose, belt and breast weights, and leaded soles. Inspects and adjusts equipment to ensure that air hose and communication lines are operative, and air

pressure meets diver's specification. Hands equipment to diver and helps diver into water. Attends lifeline and telephone equipment to receive or send signals to diver. Lowers tools, supplies, or equipment into water by rope. Assists diver's ascent, using winch or ropes, and advises diver of time and rate of ascent. See also definition for term title 02-160 HELPER (any ind.).

GED: 3 SVP: 4 PA: H 2 3 4 5 6 7 EC: O DPT: 6 6 5

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	4	4	4	3	5	4	4	4	3	5			1 9 3	2 8 Y

6199-120 DATING-SERVICE CONSULTANT (pers. serv., n.e.c.)

Provides social dating service:

Interviews prospective clients of dating service to obtain personal information. Evaluates clients to determine suitability for membership. Photographs client, if required. Explains purpose, procedures and cost of service and completes contractual agreement to provide service. Submits clients' personal data for computer analysis or analyzes data to match compatible clients. Mails pertinent data of prospective dates to clients. Maintains clients information files for future reference.

GED: 3 SVP: 3 PA: S 5 6 EC: I DPT: 3 5 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
3	3	4	5	4	4	5	5	5	5	4			2 6	5 7 9

6199-122 PARKING-LOT ATTENDANT (motor trans.)

Attends a variety of automobile parking facilities:

Records customer's entry time on ticket, and records make, license number and location of automobile, if required. Files ticket and gives ticket stub to customer. Directs customers to parking space, parks and rearranges cars, or summons car jockey to drive cars, if required. Collects parking fee from customer according to length of time car is parked. Operates cash register and records daily total, if required. Reports evidence of vandalism or theft to employers or authorities.

GED: 2 SVP: 2 PA: L 4 EC: B DPT: 4 7 8

APT.													INT.	TEMP.
G	V	N	S	P	Q	K	F	M	E	C				
4	4	4	4	4	4	4	4	4	5	5			3 1	2 3

6199-126 CLEANER, LABORATORY EQUIPMENT (misc. serv.)

Cleans, sterilizes, stores and distributes instruments, glassware and other equipment in laboratory:

Inspects incoming equipment to detect damage, and discards damaged articles. Prepares disinfecting or cleaning solutions according to specifications. Washes glassware, trays, instruments and other equipment by hand or using automatic glassware washer. Places washed articles into drainer or dries them, using hot air blower or drying oven. Adjusts dials and pushes buttons or levers of autoclave to set temperature and time required to sterilize equipment. Removes, covers and seals sterilized equipment. Distributes equipment, using tray and carrying cases, or places in storage area. Scrubs work area with sponges,

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cloths, brushes and cleaning solutions. Writes purchase orders and records items received and issued.

GED: 2 SVP: 2 PA: L 4 EC: I DPT: 6 8 7

APT.													INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C							
4	4	4	4	<u>4</u>	4	<u>3</u>	<u>4</u>	<u>3</u>	4	4			3	1	2	3	Y

6199-134 SEXTON (misc. serv.)

Cleans and cares for church buildings, furnishings and grounds: Vacuums, sweeps, mops and waxes floors. Performs routine maintenance duties and makes simple repairs. Cleans furniture, walls and windows. Tends furnace and adjusts temperature controls. Mows lawns, tends gardens and shovels snow from walks and steps. Stores, maintains and cleans vestments and objects used in church services. Prepares altar for services according to prescribed rite. Lights candles, rings bells, acts as usher or performs other duties related to church services.

GED: 2 SVP: 2 PA: M 3 4 EC: B DPT: 6 8 7

APT.													INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C							
4	4	5	4	<u>4</u>	5	<u>4</u>	4	<u>4</u>	4	5			1	3	2	3	

6199-138 TICKET TAKER (amuse. & rec.)

Collects admission tickets or passes from patrons at entertainment events: Checks ticket or pass to verify authenticity. Takes ticket from customer and returns stub. Refuses admission to those without ticket and to

those believed to be underage and intoxicated. Directs patrons to appropriate areas. Distributes passes to patrons leaving establishment temporarily.

GED: 2 SVP: 2 PA: L 4 EC: I DPT: 6 8 8

APT.													INT.	TEMP.			
G	V	N	S	P	Q	K	F	M	E	C							
4	4	5	4	<u>4</u>	<u>4</u>	<u>4</u>	4	4	5	4			3	1	2	3	

6199-142 CAR JOCKEY (motor trans.)

Parks automobiles in hotel, car rental and commercial parking facilities: Receives car keys from customer or attendant. Notes exterior damage such as dents or broken lights, and records on claim check. Drives automobile to parking space. Records make, license number and location of automobile on identification card. Gives identification card and keys to attendant. Receives keys and identification card from attendant and drives automobile to exit when required by customer. Patrols area to prevent theft.

GED: 2 SVP: 2 PA: L 4 7 8 EC: B DPT: 6 8 3

APT.													INT.	TEMP.		
G	V	N	S	P	Q	K	F	M	E	C						
4	4	4	<u>4</u>	4	4	<u>3</u>	4	<u>3</u>	<u>4</u>	5			3	2	3	

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GUIDE TO QUALIFICATIONS PROFILE FACTORS

PHYSICAL ACTIVITIES (PA)

1. Strength (lifting, carrying, pushing, pulling) shown in terms of:
S – Sedentary work (10 lbs. max)
L – Light Work (20 lbs. max)
M – Medium work (50 lbs. max)
H – Heavy Work (100 lbs. max)
VH – Very Heavy Work (over 100 lbs.)
2. Climbing and/or Balancing
3. Stooping, Kneeling, Crouching and/or Crawling
4. Reaching, Handling, Fingering and/or Feeling
5. Talking
6. Hearing
7. Seeing, in terms of: acuity far and near, depth perception, accommodation, colour vision and field of vision.
8. Controls: Operating machinery requiring the use of body members and eye-hand foot co-ordination.
Hand-Arm: Controlling the operation of machinery using only hand(s) and arm(s).
Foot-Leg: Controlling the operation of machinery using only the leg(s) and one or both feet.
Eye-Hand-Foot Co-ordination: Controlling the operation of machinery requiring the co-ordination of movement of the hand and foot with each other in accordance with visual stimuli.

ENVIRONMENTAL CONDITIONS (EC)

1. Work Location
I – Inside
O – Outside
B – Both
2. Extremes of cold plus temperature changes
3. Extremes of heat plus temperature changes
4. Wet and/or humid
5. Noise and/or vibration
6. Hazards, in terms of:
– mechanical
– electrical
– burns
– explosives
– radiant energy
– heights
– dangerous footing
7. Atmospheric Conditions, in terms of:
– fumes
– odours
– dusts
– mists
– gases
– poor ventilation

WORKER FUNCTIONS (DPT)

The three broad categories of functional relationships to Data, People and Things are as follows:

DATA (1st digit)

- 0 Synthesizing
- 1 Co-ordinating
- 2 Analyzing
- 3 Compiling
- 4 Computing
- 5 Copying
- 6 Comparing
- 7*
- 8 No Significant Relationship

PEOPLE (2nd digit)

- 0 Mentoring
- 1 Negotiating
- 2 Instructing
- 3 Supervising
- 4 Diverting
- 5 Persuading
- 6 Speaking-Signalling
- 7 Serving
- 8 No Significant Relationship

THINGS (3rd digit)

- 0 Setting-Up
- 1 Precision Working
- 2 Operating-Controlling
- 3 Driving-Operating
- 4 Manipulating-Operating
- 5 Tending
- 6 Feeding-Offbearing
- 7 Handling
- 8 No Significant Relationship

* The functional digit 7 is not used in the Data Table in the CCDO.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

Levels	Approximate Duration of Schooling
6	– 17 years plus
5	– 13 to 16 years
4	– 11 to 12 years
3	– 9 to 10 years
2	– 6 to 8 years
1	– Up to 6 years

SPECIFIC VOCATIONAL PREPARATION (SVP)

- | | |
|---|--|
| 1 Short Demonstration Only | 5 – Over 6 months up to and including 1 year |
| 2 Anything Beyond short demonstration up to and including 30 days | 6 – Over 1 year up to and including 2 years |
| 3 – Over 30 days up to and including 3 months | 7 – Over 2 years up to and including 4 years |
| 4 Over 3 months up to and including 6 months | 8 Over 4 years up to and including 10 years |
| | 9 – Over 10 years |

APTITUDES

Aptitude Factors

- G General Intelligence
- V Verbal Ability
- N Numerical Ability
- S Spatial Perception
- P Form Perception
- Q Clerical Perception
- K Motor Co-ordination
- F Finger Dexterity
- M Manual Dexterity
- E Eye-Hand-Foot Co-ordination
- C Colour Discrimination

Aptitude Levels

(in terms of working population)

- 1 Upper 10%
 - 2 Upper Third exclusive of the Highest 10%
 - 3 Middle Third
 - 4 Lowest Third exclusive of the Lowest 10%
 - 5 Lower 10%
- When these levels are underlined, they are considered significant for satisfactory job performance.

INTEREST FACTORS

- | | |
|---|--|
| 1. Things and Objects | vs. 6. People and Communication of Ideas |
| 2. Business Contact with People | vs. 7. Scientific and Technical Work |
| 3. Routine, concrete and organized work | vs. 8. Abstract and creative work or experiences |
| 4. Working for people for their presumed good as in the social welfare sense, or for dealing with people and language in social situations. | vs. 9. Non-social work, carried on in relation to processes, machines and techniques |
| 5. Work resulting in prestige or esteem of others | vs. 0. Work resulting in tangible, productive satisfaction |

TEMPERAMENT FACTORS

- | | |
|---------------------------------|--|
| 1. Variety and Change | 7. Influencing People |
| 2. Repetitive, Short Cycle | 8. Performing Under Stress |
| 3. Under Specific Instructions | 9. Sensory or Judgmental Criteria |
| 4. Direction, Control, Planning | 0. Measurable or Verifiable Criteria |
| 5. Dealing with People | X. Interpretation of ideas, facts, feelings |
| 6. Isolation | Y. Precise attainment of set limits, tolerances or standards |

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